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GUIDE TO GRANT PROGRAMS
1999-2001

South
Carolina
Arts
Commission

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STATE DOCUMENTS

Guide to
Grant
Programs

FY2000
&
FY2001

Effective activity dates: July 1, 1999 - June 30, 2001



South Carolina Arts Commission
1800 Gervais Street • Columbia, South Carolina 29201
803-734-8696

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Letter to Our Constituents

Dear Friends of the Arts:

This package contains the *Guide to Grant Programs* of the South Carolina Arts Commission for the fiscal years 2000 and 2001, and accompanying grant application forms. For the arrival of the new millennium, the Arts Commission has endeavored to craft a grant making process that provides access and meets needs for all constituents.

As you can see, the *Guide* is intended to be put in a loose-leaf notebook for convenience and so that future changes and additions may be inserted easily. Please read carefully all sections before you begin the process of writing a proposal. Also, please remember that our Regional and Discipline Arts Coordinators will be more than happy to work with you as you prepare your application. In addition, the Grants Office will be conducting *Grants 2000 Workshops* around the state in June 1998.

On behalf of the South Carolina Arts Commission, I encourage you to take advantage of the opportunities offered at the state level, as well as in your local community. Through the growth and development of the arts, we all benefit.

With best wishes,



Suzette M. Surkamer
Executive Director



The South Carolina Arts Commission is located at the corner of Gervais and Barnwell Streets in Columbia, South Carolina. Office hours are 8:30 AM to 5:00 PM Monday through Friday. The office is closed weekends and state holidays. This building is accessible to persons with disabilities. **TDD Service:** SCAC has a telecommunications device for the deaf (TDD). Call 803-734-8983 to access this service. **MAILING ADDRESS:** The South Carolina Arts Commission, 1800 Gervais Street, Columbia, SC 29201; **TELEPHONE:** 803/734-8696; **FAX:** 803/734-8526 **WEBSITE ADDRESS:** <http://www.midnet.sc.edu/scac/artweb.htm>

Section I

Section II

Section III

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Section V

What's In This Guide?

Introduction & General Information

This section describes the mission, goals, structure and programs and services of the South Carolina Arts Commission followed by general information on eligibility, funding restrictions, application review process and conditions and requirements of grantees.

Organizations

This section contains a complete listing of funding categories for organizations with program-specific guidelines for some categories and information on other programs of interest to organizations.

Program-Specific Guidelines

- **Biennial Support** - two year operating support for arts organizations only
- **Annual Support**
 - **Operating Support** for arts organizations
 - **Project Support** for arts & non-arts organizations
- **Quarterly Support**
 - **Project support** for arts & non-arts organizations
 - **Multicultural Initiatives**
 1. **Development grants** for ethnic arts & non-arts organizations
 2. **Planning grants** for non-ethnic arts organizations
 3. **Training subsidies**
 - **Rural Arts** for arts & non-arts organizations in non-metropolitan areas
 - **Community Tour** fee subsidies for presenters

Other Programs for Organizations

Descriptions of other programs of interest to organizations are provided in this section.

Artists

This section contains a complete listing of funding for individual artists with program-specific guidelines for granting programs and information on other programs of interest to artists.

Program-Specific Guidelines

- **Fellowships**
- **Annual Project Grants**
- **Quarterly Grants**
 - **Project grants**
 - **Multicultural projects for ethnic artists only**

Other Programs for Artists

Descriptions of other programs of interest to artists are provided in this section.

Instructions

This section contains instructions on completing the standard application forms for organizations and artists. Included are directions for submitting support materials and other tips on putting together a good application. (Application forms accompany the *Guide*)

Appendix

This section contains a *Meet the Arts Commission Staff* contact sheet and information useful to organizations and individuals seeking public and private support for arts activities including: *SC Legislators*, *Accessibility Self-Assessment Checklist*, and *Resources Guide, etc.*

Mission

About the South Carolina Arts Commission

The South Carolina Arts Commission (SCAC) was established in 1967, as an agency of state government to develop and implement a comprehensive statewide program to advance the arts in South Carolina, and to assure their excellence. The Commission directs its resources toward making the arts a part of the life experience of every SC citizen. The SCAC's primary source of funding is state tax dollars appropriated by the SC General Assembly. Grants from the federal government through the National Endowment for the Arts (NEA) comprise the Commission's secondary source of funding. Additional support for Arts Commission projects is provided by private foundations and community sponsors.

The mission of the Commission, as reaffirmed in February 1998, is as follows:

With a commitment to excellence across the spectrum of our state's cultures and forms of expression, the South Carolina Arts Commission pursues its public charge to develop a thriving arts environment, which is essential to quality of life, education, and economic vitality for all South Carolinians.

Governance

The Board of Commissioners, the governing body of the Commission, is composed of nine volunteer citizens appointed at large for three year terms by the Governor and confirmed by the Senate for the purpose of guiding the development of the arts in the state. Commissioners are residents of South Carolina who are selected for their practice of, participation in, or support of the creative and interpretive arts. The Commissioners attend grant panel meetings and meet regularly to take action on funding and formulating policy for the Arts Commission. All Commission meetings are open to the public and Commissioners are subject to the Ethics Act. Those serving currently as members of the Commission (as of January 1998) are:

Pat Wilson, Chair - Columbia, Richland County
 Elizabeth N. Adams - Columbia, Richland County
 Herman G. Bright - Walterboro, Colleton County
 Judith W. Cooter - Greenville, Greenville County
 Edward B. Hart, Jr., D.M.A. - Charleston, Charleston County
 John B. Heaton - Aiken, Aiken County
 Eligio Maoli - Columbia, Richland County
 Martha A. Vaughn - Greenville, Greenville County
 Sybil M. Whitenburg - Columbia, Richland County

Agency Structure & Staffing

The South Carolina Arts Commission offers a wide range of expertise to artists, arts organizations, educators, and local communities throughout South Carolina. To provide more personalized and thorough assistance to constituents, SCAC uses a regional/discipline arts coordinator staff structure. The arts coordinator staff administers and directs the programs of the agency. **Applicants are urged to contact the appropriate Commission staff well in advance of the application deadline to discuss their proposals.** Applicants are encouraged to submit drafts of applications so that staff may make suggestions before the application deadline. Each county is assigned to a regional arts coordinator who is available to aid local communities and groups in various types of technical assistance. Discipline arts coordinators are available to artists and statewide organizations for technical assistance. For contact information, please refer to *Section V: Appendix - Meet the Arts Commission Staff.*

Goals & Programs

Technical assistance is defined as consulting in such areas as:

- marketing and promotion
- funding resources
- exhibition of artwork
- conservation and care of collections
- performances
- block booking
- technical theatre requirements
- advising on board development
- audience development
- complying with legal assurances
- cultural diversity issues
- facilitating meetings
- fundraising
- forming community arts agencies
- general information on all SCAC programs and services
- information about selecting artists for conferences, workshops, or residencies
- obtaining other funds, information and resources
- publicizing and promoting community art events
- related topics

The State Arts Plan (1992-2002) was developed through a year-long extensive public planning process called *A Canvas of the People*, which involved over 500 citizens to draft the goals and objectives for the arts through the beginning of the 21st Century. The Commission's goals and responding programs and services are as follows:

Artist Development

Encourage, nurture, and support the artistic growth and personal and economic well-being of South Carolina artists.

- **Annual and Quarterly Project Grants** - provide matching funds to professional artists to support quality arts projects and services and to support professional development activities.
- **Community Tour** - provides fee support for performances in South Carolina by selected South Carolina performing ensembles/soloists.
- **Exhibitions** - provide exhibitions of South Carolina visual artists' works.
- **Fellowships** - recognize the artistic achievements of artists who show significant quality in their work by providing individual \$7,500 awards. Disciplines are rotated on a yearly basis.
- **Media Arts Center** - provides workshops, technical assistance, equipment access, studio access and film/video exhibitions in ten southeastern states.
- **Multicultural Grants** - provide assistance to multicultural artists for professional development opportunities.
- **Performing Arts Showcase** - provides the opportunity for approximately 60 juried artists to present demonstration performances for southeastern presenters through a co-sponsorship with the City of Charleston Office of Cultural Affairs.
- **Slide Registry** - provides a national image bank of slides for any organization/individual in South Carolina to review when interested in purchasing or exhibiting works by visual and craft artists.
- **South Carolina Reader's Circuit** - provides fees for readings by SC literary artists.

- **South Carolina Fiction Project** - publishes works of short fiction through a partnership with *The (Charleston) Post and Courier* newspaper.
- **Southeastern Media Institute** - a biennial nine-day event featuring intensive film/video/audio workshops and screenings.
- **Southern Circuit** - tours six internationally-recognized independent film/video artists who screen and discuss their work in nine southeastern cities.
- **State Art Collection** - established in 1967, as one of the first programs of the South Carolina Arts Commission, the State Art Collection has grown to include over 400 works of art by contemporary South Carolina artists.
- **UNTITLED** - provides SC artists of all disciplines with marketing information, artistic opportunities and grant guidelines and application materials through a free publication published five times a year.

Arts Education

Establish the arts as an integral part of South Carolina's educational systems and the lifelong learning process of our citizens.

- **Arts in Basic Curriculum (ABC)** - provides grants and assistance designed to help the arts become basic in South Carolina schools.
- **Arts Education Initiatives (AEI)** - provide grants and technical assistance for residencies, performances, projects, planning and implementation of comprehensive arts education plans. In addition, AEI provides a booking conference for education sponsors and roster artists, and a profile directory of residency artists.
- **Architecture and Design Education** - in partnership with LS3P Architects of Charleston, SC, provides architecture and design residencies to elementary school students across the state.
- **Media Arts Education** - provides workshops and teleconferences on media literacy and film/video/new technologies for teachers and students.
- **Roster of Approved Artists** - identifies qualified artists for Arts Education Initiative programs.

Community Development

Stimulate the development of South Carolina's culturally-diverse arts resources and organizations and promote creative partnerships to improve the quality of our lives, preserve our cultural heritage, and enhance our economic growth.

- **Art Accessibility (504)** - provides assistance through awareness training to artists and organizations in developing architectural, programmatic and attitudinal accessibility for persons with disabilities.
- **Art in Public Places** - provides technical assistance to organizations interested in commissioning or placing art in public places.
- **ARTIFACTS** - quarterly newspaper with a circulation of 20,000 that contains statewide and national information on the arts.
- **Artists in Communities** - provide arts programming in community settings through artist residencies in all art disciplines. The guiding principle of this program is that the arts help to build and strengthen communities and that the experience of the arts should be available to people of all ages.
- **Biennial, Annual and Quarterly Grants to Organizations** - provide matching funds to arts organizations for general support and support of quality arts projects and services. Eligible non-arts organizations may apply for project support in the annual and quarterly categories.

- **Biennial Statewide Conference on the Arts** - creates a forum for discussion on arts and art-related issues concerning South Carolina and the nation. Provides workshop activities directed towards problem-solving for artists and arts administrators.
- **Cultural Visions for Rural Communities** - provides funding and technical assistance to rural South Carolina communities to stimulate economic development through the use of existing cultural assets and by the formation of strong partnerships between cultural and economic development agencies at the local and state level.
- **Cultural Visions for Inner Cities** - provides arts programming and technical assistance to targeted inner city communities to enable them to identify and develop their cultural assets and incorporate them as an integral part of the community's development and problem-solving strategies.
- **Design Arts Program** - provides grant assistance to communities and organizations developing activities that will promote design excellence in the areas of architecture, landscape architecture, urban design and planning, graphic and product design, interior design, and historic preservation. Grants are limited to non-capital expenditures. The program also supports the **South Carolina Design Arts Partnership**, a project of the SC Arts Commission, Clemson University's College of Architecture, Arts and Humanities, and the SC Downtown Development Association, which delivers broadly based design assistance to South Carolina communities.
- **Folk Arts Program** - provides technical assistance and grants to community organizations seeking to identify, document and present traditional art forms and their practitioners. Also provides technical assistance to folk artists seeking to promote or sustain their traditions.
- **Multicultural Grants to Organizations** - provide assistance to multicultural arts organizations in development of arts programming and to mainstream arts organizations for planning grants to help them address multicultural needs.
- **% for Art** - encourages funds to be set aside by state entities for the purchase of art work for new and renovated state buildings.
- **Rural Arts Program** - encourages a partnership between local groups and the Commission to develop the arts in areas where there is little or no organized arts activity. Grant support is available for up to two years for eligible developing organizations.
- **SC ArtsNet** - provides grants and technical assistance to help South Carolina arts organizations gain access to and use on-line electronic communications resources.
- **Subgranting Grants** - provide matching funds to local arts councils for allocating to organizations and artists in their regions.
- **Verner Awards** - The Elizabeth O'Neill Verner Awards are the Governor's Awards for the Arts given annually in five categories to South Carolina organizations, businesses and individuals.
- **Writers' Forum** - provides funding assistance for nonprofit organizations in South Carolina to present nationally recognized writers.

Eligibility

Organizations

Individuals

General Information for Applicants

The eligibility requirements below are basic for applicants requesting SCAC funds. Any additional eligibility requirements for a particular funding category are stated within the appropriate program-specific guidelines.

Organizations must meet the following requirements to be eligible to apply:

1. Serve the citizens of South Carolina in one of the following ways:

- as a unit of government, or
- as a private, nonprofit, tax-exempt agency

Nonprofit organizations must be incorporated and registered in the state of South Carolina with the Office of the Attorney General at the time of application, and must have received recognition of tax-exempt status from the Internal Revenue Service (IRS). In some programs, another nonprofit, tax-exempt organization or public agency may act as a *fiscal agent* for an organization that has not yet secured IRS tax-exempt status. A signed letter of agreement between both the applicant organization and the fiscal agent must accompany the application materials.

2. Have no overdue/incomplete grant reports or outstanding debts to SCAC.
3. Must be South Carolina-based and have a South Carolina address. Nonprofit organizations that are based in another state must be registered in South Carolina according to the procedures set by the Office of the Attorney General, have a South Carolina address, and provide arts activities in South Carolina to be eligible.

Individuals must meet the following requirements to be eligible to apply:

1. Be a United States citizen.
2. Maintain a permanent residence in South Carolina prior to the application date and throughout the grant period. For project grants the residency requirement prior to application is 6 months; for fellowships the requirement is 2 years.
3. Must be 18 years of age or older at the time of application.
4. Must not be a degree-seeking, full-time, undergraduate student at the time of application or during the grant period. Students are ineligible to apply if academic credit will be earned as a result of the proposed project.
5. Have no overdue/incomplete grant reports or outstanding debts to SCAC.

Use of Funds

YES

How SCAC funds may be spent

Commission funds are intended to support the development, projects and work of South Carolina artists and arts organizations.

The Commission will fund the following types of projects. Please note that the list is not inclusive:

- Projects, exhibitions, productions and presentations in all arts disciplines, including media, design, folk arts, and small press publications
- Fundraising events and activities
- Professional consultants
- Expendable supplies and materials
- Subgranting (Arts Councils only)
- Professional development and study
- Staff salaries and training
- Career advancement
- Community outreach
- Commissioning of new works
- Ticket subsidies
- Rental and leasing of equipment
- Purchase of potter's wheels, printing presses, computer equipment and software
- Endowment and cash reserve development
- Challenge/local government challenge
- Art in Public Places
- Planning
- Marketing
- Arts Education planning, curriculum development, and residencies
- Temporary installation art
- Sudden opportunities

NO

The Commission will NOT fund:

- Capital improvements and real property, unless in a granting program specifically designed for this type of support. (However, applicant funds raised for these purposes may be used to satisfy SCAC matching funds requirements.)
- Activities completed prior to the grant period.
- Support of the same project in more than one grant category or if funded by other Commission programs, including subgrant site grants.
- Matching funds for one Commission grant used as a match for any other Commission grant.
- Performances and exhibitions that are not open to the general public.
- Non-arts museums (science and natural history) except arts personnel and arts projects sponsored by non-arts museums.
- Tuition for degree programs.
- Indirect costs.
- Underwriting for ongoing residencies or curricular programs in degree-granting colleges and universities.
- Arts activities that are directed and performed by students or student groups.

Matching Funds

Possible sources

Deadlines

General Requirement

Most grants must be matched at least dollar for dollar or 1:1 (applicant: SCAC). Some categories require a match of 2:1 or 3:1 (Applicant: SCAC). Consult program-specific guidelines for allowable funding requests and matching requirements or contact your regional or discipline arts coordinator for additional information and clarification.

- **Cash** - *Cash match* represents an applicant's cash outlay, including contributions to the applicant from other sources. All cash contributions expended by the applicant are allowable as part of the applicant's match, except grants from other SCAC sources. Generally, administrative costs may be used as a portion of cash match for grant-supported activities.
- **In-kind** - in addition to actual cash expenditures and cash income, the Commission allows organizations to claim professionals' time and goods/services (printing, utilities, telephone expenses, etc.) allocated toward the project for which a fee would normally be paid (though no currency exchanges hands) as a part of the cash match. See program-specific guidelines for allowable percentages of in-kind matching funds. Documentation in the form of accounting records, receipts, and invoices for such allocations must augment fiscal records and are subject to audit.
- **Creative time** - An individual applicant may claim in-kind income and expenses as described above for the time of other professionals and goods/services allocated toward the project. However, the cash value of the *applicant artist's* creative or technical/production time may only be used as an in-kind expense for an amount that does not exceed 25% of the total cash project expenses. Detailed budget information must include the number of hours used to compute this amount and the artist's hourly rate with explanation (i.e., established professional rate, value of released time from other employment, etc.) **Total cash project expenses + applicant's creative time cash value = total project expense.** The same cash value of creative time must be applied as part of the applicant's in-kind income. However, the total in-kind income may not exceed 50% of the applicant's required match.
- **Accommodations taxes, non-SCAC federal, state and local grants, corporate and other private donations, etc.** The Commission encourages the use of these types of funds to match SCAC funds.

Unless otherwise indicated in program-specific guidelines, all SCAC deadlines are **postmarked** deadlines, meaning that applications must be postmarked no later than the stated date, or, when the deadline occurs on a weekend or holiday, no later than the next business day. If the applicant prefers, applications may be hand-delivered to the SCAC offices before 5:00 PM of the deadline day. ***NO late or faxed applications will be accepted.*** Requests for deadline extensions may be made only prior to an application deadline and only for reasons of unforeseen extenuating circumstances such as natural disasters or personal tragedies. In these special cases, an applicant should, *prior to the deadline*, contact the regional or discipline arts coordinator who will present the case to the Director of Grants. The decision to either grant an extension or not will be made on a case-by-case basis by Commission management.

Getting Help

All applicants are encouraged to call their Regional or Discipline Arts Coordinator prior to beginning the application process. Coordinators can assist applicants by clarifying questions on guidelines and eligibility, reviewing narrative drafts, and offering help in other application procedures. A complete listing of coordinators and their office telephone numbers is available in the Appendix of this Guide.

Applicants are also encouraged to visit the SCAC website at:

<http://www.midnet.sc.edu/scac/artweb.htm>

Steps in the Review Process

Although the review process varies according to category, the process always involves a qualitative evaluation of some kind. The following steps apply to categories involving non-staff panels that are open to the public. (See program-specific guidelines to determine the review process for each category.)

1. Applications and fees (if applicable) are received at SCAC and logged into database.
2. Grants office staff checks applications for eligibility, accuracy and completeness and acknowledges receipt of each application with notification that all materials are complete or missing items that must be submitted.
3. A staff and management panel reviews the applications and recommends allocation of funds for each category.
4. SCAC Board of Commissioners determines the allocation per funding category and discipline based on the number and amount of requests, staff recommendations, and other factors.
5. Panels, composed of artists, arts administrators, and community arts representatives from the approved panel pool and staff (where appropriate) are appointed.
6. Each application is assigned to a panel according to its funding category and discipline. Application materials are copied and distributed to panelists for individual review and ratings according to review criteria stated in the program-specific guidelines.
7. Grant review panel meetings are scheduled. Applicants are notified of specific dates and approximate times so that they may attend.
8. During panel meetings, applicants are NOT permitted to respond to questions posed by panelists nor provide updated information. Regional and discipline arts coordinators may provide factual answers to questions posed by panelists that cannot be answered by application materials.
9. Panelists' ratings are averaged to reach each applicant's overall rating.
10. After panels have rated the applicants, they are told the amount of funding that has been allocated for the category and provided the funding histories of applicants in preparation for recommending levels of funding. Grants office staff provides assistance for determining funding formulas, but each panel decides on the process.
11. The staff and management panel reviews the recommendations of all panels in preparation for presentation to the Board of Commissioners who make the final funding decisions.

TimeframeRequest to
Notification**Appeals
Process****Legal
Assurance of
Compliance**

The amount of time required for the grants review process varies according to the grant program category as follows:

Biennial grants - 7 months

Annual grants - 2 ½ months

Quarterly grants - 6 weeks

An appeal process is available for applicants who believe they have not received fair consideration by the Commission. An appeal request, stating the reasons for the appeal, must be submitted in writing to the Executive Director within 30 days of the date of the written notification from the Commission. An appeal may be granted solely at the discretion of the Board.

Public Information

All applicants become part of a public process, and the fact of their applying, along with information included in their applications, becomes part of the public record and is, therefore, public information. Grant recipients must comply with the SC Freedom of Information Act.

Federal and State Law

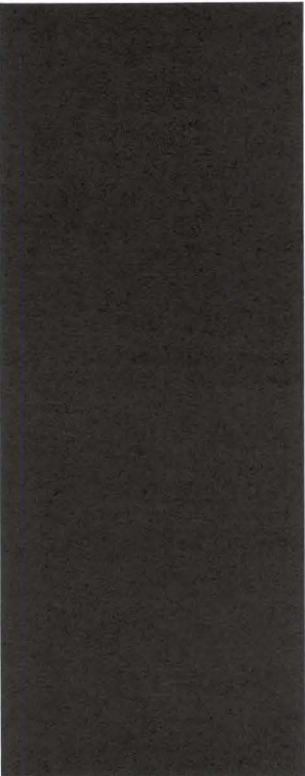
Grants made by the South Carolina Arts Commission are subject to the conditions and requirements listed below. These conditions are stipulated by federal law, state law and South Carolina Arts Commission policy. It is the applicant's responsibility to sign assurance forms agreeing that their individual project or organization and project comply with all other South Carolina Arts Commission terms and conditions and all regulations of the National Endowment for the Arts pursuant to the following federal acts:

Title VI of the Civil Rights Act of 1964 provides that: No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance (Section 601).

Title IX of the Education Amendments of 1972 provides that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

The Age Discrimination Act of 1975 provides that: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

PEOPLE WITH DISABILITIES Grantees will be required to be in compliance with both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. **Section 504** provides that: No otherwise qualified person with a disability in the United States, shall solely by reason of his or her disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal



assistance. **The Americans with Disabilities Act** extends the protections of the Civil Rights Act of 1964 by: 1) prohibiting discrimination in employment based on disability; 2) requiring places of public accommodation (including arts organizations) to be accessible to people with disabilities; 3) mandating gradual replacement of buses and railroad cars with equipment that can accommodate people with disabilities; and 4) making telephone services available to people with hearing and speech impairments.

Drug Free Workplace Act of 1988 requires that employees of the grantee not engage in the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the grantee's workplace or work site.

Fair Labor Standards Act requires that all professional performers, artists, related and supporting personnel employed on projects or productions which are financed in whole or in part under the grant will be paid not less than the minimum compensation as determined by the Secretary of Labor in Parts 3, 5, 505 or Title 29 of the Code of Federal Regulations. No part of any project shall be performed or engaged in under working conditions which are unsanitary, hazardous, or dangerous to the health and safety of the employees engaged in the project.

Biennial Support

Description

2- year operational support for SC arts organizations with primary missions involving these artistic functions ➡

- Producing
- Service
- Presenting
- Education

Biennial support provides two years of general support to South Carolina's arts organizations whose scopes are recognized as having a major impact on their respective communities, geographic regions and the state's cultural environment.

Organizations eligible for biennial support will have established the following:

- a high level of professionalism, both administratively and artistically;
- a wide range of quality programs throughout the year;
- a high level of community service and cultural outreach, including educational programs; and
- diverse fundraising activities in place to insure continued high levels of arts programming as well as future stability.

Eligibility Requirements

- ① Federal tax-exempt status and a South Carolina charter as a nonprofit organization, or a unit of government, excluding units of SC state agencies or institutions. (Applicants may not use fiscal agents.)
- ② A *primary* mission of at least one of the following: production of arts events, presentation of arts programming, service to the arts (a particular arts discipline, profession, or community) or arts education.
- ③ Paid professional staff responsible for the artistic, administrative and programmatic functions of the organization.
- ④ Documented average annual cash income of at least \$30,000 for the three fiscal years prior to application.
- ⑤ Successful completion of at least one South Carolina Arts Commission or subsite grant-funded project prior to application.

➔ Non-arts institutions serving broad community audiences and the cultural needs of areas that are otherwise not being met may apply for funding in the ANNUAL SUPPORT category.

Restrictions

Organizations requesting biennial support may not apply for annual or quarterly project support during the two-year grant period.

Deadline

September 30, 1998

Grant Period

July 1, 1999 - June 30, 2001

Funding Range

Requests may be no more than \$50,000 per year and may not exceed 20% of an applicant's cash income of the last completed year.

Match

3:1 (applicant:SCAC) 75% of the applicant's match must be cash.

Filing Fee

\$15.00 check payable to SCAC

Review Process

Arts Commission staff review applications for eligibility, conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials. Panels, composed of arts administrators, artists, educators, and community leaders from SC and other states, review and rate grant applications on the basis of specific criteria listed in the guidelines. During sessions that are open to the public, panels make funding recommendations to the Arts Commission Board based on overall ratings and funding histories.

Required Application Materials

Each page/item of materials must be labeled with the name of the applicant organization and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: ① - ⑨

Second set: copies of ① - ⑥

①

An original completed, signed and witnessed standard grant application form.

②

A Narrative, not to exceed 5 numbered pages, must address the topics below. Each item in the Narrative should be identified by the appropriate number and topic heading. Pay attention to **Review Criteria Indicators**, as panelists will use these as guides for their review.

I. Identity

- A. State your organizational mission and identify your constituency including target audiences and special populations served.
- B. Describe how your programming serves the public including how you solicit constituent feedback in making programming choices.

**Identity Section Review Criteria - 20 points**

The applicant is clear about who and what it is and can demonstrate that its mission is one that is important to its community.

Indicators:

- An explicit mission statement and evidence that shows consistency between the organization's mission and its programming;
- Evidence of how the applicant solicits audience or community feedback in forming programming choices;
- Demonstrated concern for cultural diversity as evidenced by constituency served, audience, and programming.

II. Impact & Artistry

- A. State your current goals & objectives for developing and improving your programs or services.
- B. Describe how you currently assess progress in these programs and services with regard to artistic standards, available financial resources, short and long-term goals and uniqueness.
- C. By what method do you compare your performance with or learn from your peers?
- D. Describe any awards or grants received in recognition of program quality.

E. Describe any past or current programming that may have challenged your community in an unusual way.

◆ **Impact & Artistry Section Review Criteria - 25 points**

The applicant demonstrates established artistic/programmatic standards and exhibits concern for maintaining and improving programmatic quality.

Indicators:

- The existence of clear, written goals and measurable objectives for program development and enhancement;
- Description of how the organization assesses progress toward its goals and improves the quality of its programs;
- Information on how the organization benchmarks its own performance relative to peer groups;
- Description of external awards and grants received in recognition of program quality;
- Support materials that demonstrate strong artistic standards.

III. Current Organizational Realities

Describe how your organization works. Please consider the following questions as you formulate your response: Do the staff and board have a clear understanding of and act consistently with the organization's overall artistic vision? Is there an established and regular system of communication between the board and staff? How does the board share in the organization's fiscal and planning responsibilities and are they able to *translate* their expertise into useful service to the organization? How are programmatic goals and budget developed and monitored and by whom? What is your marketing or audience development strategy including arts education programming?

◆ **Current Organizational Realities Section Review Criteria - 25 points**

The applicant has the leadership and capacity to implement and carry through the necessary tasks to obtain planned goals and demonstrates responsible financial operations.

Indicators:

- Evidence that the mix and make-up of the board is appropriate to the needs of the organization and reflective of the community;
- At the staff level, all critical functions staffed appropriately;
- Evidence of responsible financial operations in which budget projections reflect future operating assumptions as well as past performance;
- Record keeping and data analysis (year-to-year trend in program history, ticket sales, attendance, enrollment, membership, etc.) is adequate to support planning and can demonstrate progress toward meeting institutional goals.

IV. Future Plans & Resources

In terms of your organization's long-range plan, provide an organizational snapshot of the next two years for which support is requested. Where is your organization going? Touch on how your organization will assess its position in the community and respond to changing conditions that may threaten or provide opportunities for your organization.

- ◆ **Future Plans & Resources Section Review Criteria - 20 points**
The applicant has a comprehensive approach to planning that includes ongoing assessments of artistic, human and financial resources and strategic assessment of its future direction.

Indicators:

- A workable plan for the future that includes the organization's long- and short-term objectives, information on how it reviews its ongoing operations and programs against its plan, and evidence of expected measurable outcomes for all principal activities;
- Evidence that the planning process is an ongoing and responsive one that actively involves board and staff.

V. Cultural Participation

Describe how your staff and board participate in local cultural forums and discussions; include regional and national memberships and affiliations and evidence of information sharing and alliance building with other organizations in the cultural community.

- ◆ **Cultural Participation Section Review Criteria - 10 points**
The applicant contributes to its local cultural system and is an active participant regionally or nationally to the development and strengthening of its field or discipline.

Indicators:

- Board and staff leadership in local cultural issues;
- Evidence of a track record of information sharing and alliance building with other organizations in the cultural community;
- Active participation in appropriate professional bodies in the field.

3

Budget notes to Attachment A of the application form. Include explanations of in-kind contributions, any year to year variance in income or expense that is greater than 20% as shown in the financial statements, and other pertinent information about your organization's financial status.

4

Listing of all current & proposed staff positions with brief descriptions. Include names (indicate with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic), titles, & salary ranges.

5

Brief résumés for principal artistic and administrative staff.

6

Applicant's current board of directors list with occupations /professional affiliations indicating with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic.

7

Copy of applicant's current letter of registration or exemption under the SC Charitable Solicitations Act and copy of applicant's IRS form 990 for last completed fiscal year.

8

Copy of applicant's current by-laws and IRS tax-exempt letter, **if not already on file in the Grants Office of SCAC.**

9

Required support materials - See Section IV for more information.

Annual Support

Description

Eligibility Requirements

Operational support for SC arts organizations with primary missions involving these artistic functions ➡

and

- Producing
- Service
- Presenting
- Education

Project support for SC arts and non-arts organizations that serve broad community audiences with arts programming

- Annual Support provides twelve- or six-month operational support to SC arts organizations for strengthening programming, ensuring organizational stability, and encouraging the development and implementation of community-based arts programming. Support is broad in scope and can be used for a variety of arts programs, salaries, artist fees, supplies, and other operating expenses at the discretion of the organization within the eligibility and legal requirements defined in these guidelines. Applicants range from emerging to established arts organizations that require a shorter planning horizon than applicants applying for biennial support.
- Annual Support also provides twelve- or six-month funding for special arts programs and projects of non-arts organizations that serve broad community audiences and the cultural needs of areas that are otherwise not being met. Colleges and universities may apply for this funding when the general public is involved in the planning and implementation of the project and when public attendance is sought in significant numbers.

Applicants applying for operational support in this category must meet the following requirements:

- ① Current registration as a charitable organization from the Office of the Attorney General of the State of South Carolina and federal tax-exempt status (or apply through a fiscal agent)
- ② Organization mission involving one or more of the following artistic functions: producing, service, presenting, or education.
- ③ Part-time staff (paid or volunteer) responsible for artistic, administrative and programmatic functions of the organization.

Applicants applying for project support must meet the following requirements:

- ① Unit of government , or
Current registration as a charitable organization from the Office of the Attorney General of the State of South Carolina and federal tax-exempt status (or apply through a fiscal agent)
- ② Part-time staff (paid or volunteer) responsible for artistic, administrative and programmatic functions of the project.

Restrictions**①**

Organizations requesting operational annual support may not apply for project support or biennial support for the same fiscal year.

②

Colleges and universities that apply for Annual Project Support may submit one application, per discipline, per department, only.

③

The use of fiscal agents is an accommodation for organizations in the process of obtaining federal tax-exempt status. It is not meant to be a long-term arrangement.

- SCAC requires that a fiscal agent and the applicant organization enter into a formal agreement that outlines the working relationship and responsibilities of both parties. This letter must be submitted with the application;
- Organizations applying through a fiscal agent may not continue to apply under an agent for more than two fiscal years.

Deadlines & Grant Periods

April 1, 1999, for the twelve-month period of July 1, 1999 - June 30, 2000;

September 1, 1999, for the six-month period of January 1 - June 30, 2000;

April 1, 2000, for the twelve-month period of July 1, 2000 - June 30, 2001;

September 1, 2000, for the six-month period of January 1 - June 30, 2001;

Funding Ranges

- Requests for 12-month support may be no more than \$10,000.
- Requests for 6-month support may be no more than \$5,000.

Match

2:1 (applicant:SCAC) 50% of the applicant's match must be cash.

Filing Fee

\$15.00 check payable to SCAC

Review Process

The initial staff review of applications focuses on eligibility, conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials. Individual panelists (Arts Commission program staff and management and outside experts) review and rate grant applications on the basis of specific criteria listed in the guidelines. Funding recommendations based on overall ratings, funding histories, and information gathered during on-site visits are determined by panel discussion and consensus and then presented to the Arts Commission Board for final decision.

Required Application Materials

1

Each page/item of materials must be labeled with the name of the applicant organization and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: 1 - 9

Second set: copies of 1 - 6

2

An original completed, signed and witnessed standard grant application form.

A Narrative, not to exceed 3 numbered pages, must address the topics below. Each item in the Narrative should be identified by the appropriate number and topic heading. Please note there are different topic headings for operational and project support. **Applicants complete either 2-A for operational or 2-B for project support; all applicants must submit items 3 - 9.** Pay attention to **Review Criteria Indicators**, as panelists will use these as guides for their review.

A. Annual Operational Support Narrative Topics

I. Impact & Artistry

- A. State your organizational mission and how your organization functions within your community and its artistic environment.
- B. Describe your programs and services and how they serve your constituents including target audiences and special populations served. How do you solicit and use constituent feedback in making programming choices?
- C. How does your organization determine and ensure quality in your programming?
- D. Describe any past or current programming that may have challenged your community in an unusual way.



Impact & Artistry Section Review Criteria - 50 points

The applicant is clear about who and what it is and can demonstrate that its mission and programs are important to its community.

Indicators:

- An explicit mission statement and evidence that shows consistency between the organization's mission and its programming;
- Evidence of how the applicant solicits audience or community feedback in forming programming choices;
- Demonstrated concern for cultural diversity as evidenced by constituency served, audience, and programming;
- Programming that sets standards of excellence;
- Support materials that demonstrate strong artistic standards.

II. Current Organizational Realities

Describe how your organization works. Please consider the following questions as you formulate your response: Who makes decisions and how do staff and board share responsibilities for programmatic and financial planning? What is your marketing or audience development strategy including arts education programming? How are you planning to obtain new sources of funding?

- ◆ **Current Organizational Realities Section Review Criteria - 30 points**
The applicant has the leadership and capacity to implement and carry through the necessary tasks to obtain planned goals and demonstrates responsible financial operations.

Indicators:

- Evidence that leadership is appropriate to the needs of the organization;
- Evidence that staff and board are able to perform or oversee the necessary artistic, administrative and programmatic functions of the organization ;
- Evidence of responsible financial operations in which budget projections reflect future operating assumptions as well as past performance;
- Record keeping and data analysis (year-to-year trend in program history, ticket sales, attendance, enrollment, membership, etc.) is adequate to support planning and can demonstrate progress toward meeting institutional goals.

III. Future Plans & Resources

What specifically does your organization expect to achieve by the end of the grant period?

Provide an organizational snapshot of the year following the grant period to project any changes in your organization's operations. Where is your organization going? How will you respond to changing conditions that may threaten or provide opportunities for your organization?

- ◆ **Future Plans & Resources Section Review Criteria - 20 points**
The applicant has a plan that includes ongoing assessments of artistic, human and financial resources and its future direction.

Indicators:

- A workable plan for the future that determines how it reviews its ongoing operations and programs in terms of measurable outcomes for all principal activities;
- Evidence that the planning process is an ongoing and responsive one that actively involves board and staff.

B. Annual Project Support Narrative Topics

I. Identity & Impact

- A. Describe your organization's mission and past programming as they relate to this project. Describe internal organizational support, including financial and leadership, for this project. Explain how the project is directly related to your mission and agency long-range plans.
- B. Why did you decide to do this project? Why is this project important? How do you know that the community wants and supports the project? Identify external support from the local cultural community. Identify target audiences and special populations to be served.

◆ Identity & Impact Section Review Criteria - 30 points

The applicant is clear about how the project (and past programming) furthers its mission and can demonstrate why it is important to the community it serves.

Indicators:

- Evidence that shows consistency between the applicant's mission and the proposed project;
- Evidence that the applicant solicits audience or community feedback in forming programming choices and that there is a need for the project;
- Active cooperative relationship with other organizations in the local cultural community.

II. Artistry and Feasibility

- A. What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen.
- B. Who will direct the project? Include information on key personnel responsible for all aspects of the project, including project manager/director, primary artists, ensembles, artistic resources, consultants. Indicate how and why these people were selected.
- C. Describe marketing, media, and other promotional activities. Is there an educational component to foster future audiences? How will you reach and involve underserved populations, including people with special needs. What are the benefits to SC artists?
- D. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.

◆ Artistry & Feasibility Section Review Section - 50 points

The applicant demonstrates high professional standards that promote excellence in the art form and the ability to implement a project that is accessible for general community-wide audiences.

Indicators:

- Résumés of professional artistic personnel and administrative staff and volunteers;
- Evidence that the project design is feasible and well-planned;
- Demonstration of capacity to develop and effectively manage resources--personnel, fiscal, and volunteer;
- Support materials that demonstrate strong artistic standards;
- Plan for reaching a diverse audience and for fostering future audiences.

III. Accountability

Using specific project objectives and implementation strategies, identify measurable outcomes with respect to artistic product, administrative performance, financial accountability, and audience and community participation, throughout the project timeline. What information will be gathered, how will it be used and by whom for making changes in project design along the way and for assessing the achievement of the project goals?

Accountability Section Review Criteria - 20 points

There is a strong planning and evaluation component of the project design that lends itself to a realistic assessment of what can and will be accomplished.

Indicators:

- Evidence that the applicant has developed expected measurable outcomes for all key components of the project;
- An established process for using this information to make necessary changes in project design, if needed.

All applicants:**3****For operational support applicants:**

Budget notes to Attachment A of the application form. Include explanations of in-kind contributions, any year to year variance in income or expense that is greater than 20% as shown in the financial statements, and other pertinent information about your organization's financial status.

For project support applicants:

Detailed budget for proposed project using the format of Attachment A of the standard application form.

4

Listing of all current & proposed staff (or project) positions with brief descriptions. Include names (indicate with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic), titles, & salary ranges.

5

Brief résumés for principal artistic and administrative staff.

6

Applicant's current board of directors list with occupations/professional affiliations indicating with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic.

7

Copy of applicant's current letter of registration or exemption under the SC Charitable Solicitations Act.

8

Copy of applicant's current by-laws and IRS tax-exempt letter, **if not already on file in the Grants Office of SCAC.**

OR

If applying through a fiscal agent, a copy of applicant's current by-laws, a copy of fiscal agent's IRS tax-exempt letter, and copy of formal agreement between applicant and fiscal agent that outlines the working relationship and responsibilities of both parties.

9

Required support materials - See Section IV for more information

Quarterly Support

I. Projects

Eligibility Requirements

Restrictions

4 categories of project support for SC arts and non-arts organizations that serve broad community audiences ➤

- Projects
- Multicultural Initiatives
- Rural Arts
- Community Tour

Support is provided for a wide variety of quality arts projects and programs and/or for professional development opportunities to assist artistic and managerial staff.

Unit of government, or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

①

The use of fiscal agents is an accommodation for organizations in the process of obtaining federal tax-exempt status. It is not meant to be a long-term arrangement.

- SCAC requires that a fiscal agent and the applicant organization enter into a formal agreement that outlines the working relationship and responsibilities of both parties. This letter must be submitted with the application;
- Organizations applying through a fiscal agent may not continue to apply under an agent for more than two fiscal years.

②

Organizations receiving SCAC biennial or annual support may not apply for project support within the same fiscal year except for staff development opportunities.

③

Colleges and universities that apply for project support may submit one application, per discipline, per department, only.

④

The Arts Commission will not review or fund quarterly project grant applications from a county that has a subgranting arts council. In such counties, applicants must apply to the subgranting agency for quarterly project grants, rather than to the Arts Commission. (Call your local arts council or your Arts Commission Regional Coordinator to determine the appropriate funding source.) If, however, the applicant is a statewide organization-- defined as *an organization which provides services to an arts, cultural, or cultural special needs constituency throughout the state*--the applicant should apply directly to the Arts Commission. (Please call the Arts Commission to determine whether or not your organization qualifies as a statewide organization.)

Deadlines**May 15** for projects beginning in July through September**August 15** for projects beginning October through December**November 15** for projects beginning in January through March**February 15** for projects beginning in April through June**Funding
Range**

Up to \$1,000 per award. Applicants may apply to the Arts Commission for quarterly project grants at any of the four deadlines, but may receive no more than **TWO** quarterly project grants per fiscal year.

Match

2:1 (applicant:SCAC) 50% of the applicant's match must be cash.

Filing Fee

None

**Review
Process**

The initial staff review of applications focuses on eligibility, conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials. Individual panelists (Arts Commission program staff and management) review and rate grant applications on the basis of specific criteria listed in the guidelines. Funding recommendations based on individual review, funding histories, and information requested from SCAC regional and discipline coordinators are determined by panel consensus. Final funding decisions are approved by the Executive Director.

**Required
Application
Materials**

Each page/item of materials must be labeled with the name of the applicant organization and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: ① - ⑨

Second set: copies of ① - ⑥

①

An original completed, signed and witnessed standard grant application form that includes a project summary and budget.

②

A narrative not to exceed two (2) pages that addresses the topics below. Each item in the Narrative should be identified by the appropriate number and topic heading.

I. Artistry and Feasibility

- A. What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen.
- B. Provide information on key personnel and collaborating organizations and use of SC artists (if applicable), including project manager/director, primary artists, ensembles, artistic resources. Indicate how and why these people were selected.

◆ **Artistry and Feasibility Section Review Criteria - 50 points**

The applicant demonstrates the ability to maintain high professional standards.

Indicators:

- Résumés of artistic personnel involved;
- Evidence that the project design is feasible and well-planned;
- Reviews and other printed support materials;
- Audio/visual materials (when applicable).

II. Public Impact

- A. State your organization's mission and the constituency you serve and explain why you have decided to do this project. Why is this project important? How do you know that the community wants and supports the project?
- B. Identify external support from the local cultural community. Identify target audiences, special populations to be served.

◆ **Public Impact Section Review Criteria - 30 points**

The project benefits the community at large and/or SC artists.

Indicators:

- Demonstrated need for the project;
- Program design adheres to and furthers mission of organization;
- Demonstrated concern for cultural diversity as evidenced by constituency served, audience, programming and board/volunteer participation;
- Cooperative relationships with other organizations and/or artists;

III. Project Management

- A. Describe marketing, media, and other promotional activities. How will you reach and involve underserved populations?
- B. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.

◆ **Project Management Section Review Criteria - 20 points**

The applicant has the ability to implement the project.

Indicators:

- Evidence of competent staff or volunteers to direct the project;
- Evidence of more than adequate financial resources are available to complete the project well.
- Well-planned marketing efforts.

3

Detailed budget for proposed project using the format of Attachment A of the standard application form. Itemize all expenses and sources of revenue.

4

Listing of all current & proposed project positions with brief descriptions. Include names (indicate with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic), titles, & salary ranges.

5

Brief résumés for principal artistic and administrative project personnel.

6

Applicant's current board of directors list with occupations/professional affiliations indicating with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic.

7

Copy of applicant's current letter of registration or exemption under the SC Charitable Solicitations Act.

8

Copy of applicant's current by-laws and IRS tax-exempt letter, **if not already on file in the Grants Office of SCAC.**

OR

If applying through a fiscal agent, a copy of applicant's current by-laws, a copy of fiscal agent's IRS tax-exempt letter, and copy of formal agreement between applicant and fiscal agent that outlines the working relationship and responsibilities of both parties.

9

Suggested support materials - See Section IV for more information.

II. Multicultural Initiatives

Description

- **Development Grants**
- **Planning Grants**
- **Training Subsidies**

South Carolina has many communities with distinguished populations of African-Americans, American Indians, Asian-Americans and Hispanics. These populations add to the richness and diversity of the state's cultural life. Their artistic expressions are derived from different experiences, functions, and educational values than those common to the established European culture. In many communities the recognition and development of these unique resources have been limited.

The Multicultural program intends to celebrate, recognize and support cultural diversity. It is an initiative that encourages sensitivity, awareness, and respect for the unique cultural differences among people.

The program funds quality arts projects for ethnic artists (see guidelines for individuals), ethnic arts and non-arts organizations, and non-ethnic arts institutions to develop long-term multicultural goals. The program is an opportunity for a more holistic approach to understanding our cultural differences and making diversity an important part of the fiber of our communities.

Types of Multicultural Support

A. Development Grants

This support is designed to provide stabilization for emerging arts organizations to improve services and broaden their artistic networks. It is offered to two types of applicants:

1. **Ethnic Organizations.** Those who represent and provide programs or services that reflect the ethnic culture of a community.
2. **Tribal Communities.** Characterized by American Indian traditions and geographically and culturally distinguished by their customs, religion, social traditions, creative expression, and their oral and written histories.

Funding may be used for, but is not limited to the following:

- Creation, development, and enhancement of art that reflects the culture of an ethnic or tribal community;
- Administrative internships to enhance leadership and administrative skills of the organization's staff;
- Projects related to organizational development;
- Projects that provide opportunities for co-sponsorships and regional networking;
- Development of marketing, promotion, and documentation which would assist the organization in attracting new or broader audiences;
- Performances or exhibitions designed to provide access to quality art of all types for a community which does not usually have such access.

B. Planning Grants

This support is designed for non-ethnic arts organizations to encourage cultural diversity by developing innovative planning strategies for serving ethnic or tribal populations. Applicants may be non-ethnic arts organizations whose staffs, boards, or constituencies are not 50% or more ethnic in their composition.

Funding may be used for, but is not limited to the following:

- Assessing a community's multicultural needs;
- Establishing a multicultural task force;
- Identifying community leaders and issues relating to multicultural development.

C. Training Subsidies

Support is designed for staff of ethnic and non-ethnic arts organizations seeking professional development opportunities that increase skills and/or heighten sensitivity to issues regarding ethnicity and cultural diversity.

Funding may be used for, but is not limited to the following:

- State, regional or national conferences;
- Symposia;
- Workshops;
- Festivals;
- Other educational events.

Eligibility**1 Development Grants**

⇒ A unit of tribal government, or currently registered charitable ethnic organization or tribal community with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

2 Planning Grants

⇒ A non-ethnic arts organization--one whose staff, board, or constituency are not 50% or more ethnic in their composition--currently registered with the Office of the Attorney General of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

3 Training Subsidies

⇒ A unit of government or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Restrictions**1**

The use of fiscal agents is an accommodation for organizations in the process of obtaining federal tax-exempt status. It is not meant to be a long-term arrangement.

- SCAC requires that a fiscal agent and the applicant organization enter into a formal agreement that outlines the working relationship and responsibilities of both parties. This letter must be submitted with the application;
- Organizations applying through a fiscal agent may not continue to apply under an agent for more than two fiscal years.

2

Organizations currently receiving SCAC biennial or annual support or project support are not eligible for development grants.

3

This is an entry-level SCAC grant program. Recipients are only eligible to receive support for two consecutive fiscal years and may receive no more than two grants within each year.

Deadlines**May 15** for projects beginning in July through September**August 15** for projects beginning October through December**November 15** for projects beginning in January through March**February 15** for projects beginning in April through June**Funding
Range****Development & Planning Grants**

Up to \$2,000 per request.

Training Subsidies

Up to \$1,000 per request

Note: applicants may apply to the Arts Commission for multicultural grants at any of the four deadlines, but may receive no more than **TWO** grants per fiscal year.

Match

1:1 (applicant:SCAC) 50% of the applicant's match must be cash.

Filing Fee

None

**Review
Process**

The initial staff review of applications focuses on eligibility, conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials. Individual panelists (Arts Commission program staff and management) review and rate grant applications on the basis of specific criteria listed in the guidelines. Funding recommendations based on individual review, funding histories, and information requested from SCAC regional and discipline coordinators are determined by panel consensus. Final funding decisions are approved by the Executive Director.

**Required
Application
Materials**

Each page/item of materials must be labeled with the name of the applicant organization and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: ① - ⑨**Second set: copies of ① - ⑥****①**

An original completed, signed and witnessed standard grant application form that includes a project summary and budget.

②

A Narrative not to exceed two (2) pages that addresses the topics below. Each item in the Narrative should be identified by the appropriate number and topic heading. Please note there are different topic headings for development, planning and training support. **Applicants complete either 2-A for development grants, 2-B for planning grants, or 2-C for training subsidies; all applicants must submit items 3 - 9.** Pay attention to Review Criteria Indicators, as panelists will use these as guides for their review.

A. Multicultural Development Narrative Topics

I. Artistry and Feasibility

- A. What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen.
- B. Provide information on key personnel and collaborating organizations and use of SC artists (if applicable), including project manager/director, primary artists, ensembles, artistic resources. Indicate how and why these people were selected.

◆ Artistry and Feasibility Section Review Criteria - 50 points

The applicant demonstrates the ability to maintain high professional standards.

Indicators:

- Résumés of artistic personnel involved;
- Evidence that the project design is feasible and well-thought out and promotes a multicultural perspective;
- Reviews and other printed support materials;
- Audio/visual materials (when applicable).

II. Public Impact

- A. State your organization's mission and the constituency you serve and explain why you want to do this project. Why is this project important? How do you know that the community wants and supports the project?
- B. Identify external support from the local cultural community.

◆ Public Impact Section Review Criteria - 30 points

The project benefits the community at large and/or SC artists.

Indicators:

- Demonstrated need for the project;
- Cooperative relationships with other organizations;

III. Project Management

- A. Describe marketing, media, and other promotional activities. How will you reach and involve underserved populations?
- B. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.
- C. Identify project management personnel and briefly describe their duties and responsibilities.

◆ Project Management Section Review Criteria - 20 points

The applicant has the ability to implement the project.

Indicators:

- Evidence of competent staff or volunteers to direct the project;
- Evidence of more than adequate financial resources are available to complete the project well.
- Well-planned marketing efforts.

B. Multicultural Planning Narrative Topics

I. Community Demographic and Artistic Profile

Provide statistical information relating to the characteristics of human populations, with reference to size and growth. Include information on the geographic service area of your organization with respect to age groups, ethnic and other diverse populations. Describe the existing arts resources, including individual artists and arts organizations in the community.



Community Profile Section Review Criteria - 20 points

The applicant's constituency includes ethnic populations that could be better served through arts programming and services.

Indicators:

- Recent and appropriate demographic information;
- Inventory of community arts resources.

II. Desired Outcomes

Convey the purpose of the planning process and how it relates to your organization's mission, outline the elements of the process, and describe how each will be carried out. Include a timetable and a list of specific planning tasks, stating who is responsible for each, how each task will be accomplished, what information is needed, and for what purpose. Identify strategic issues. Address how ethnic and diverse populations will be included.



Desired Outcomes Section Review Criteria - 50 points

The applicant is clear about the planning process and how to include active involvement of key community stakeholders.

Indicators:

- Evidence that the plan will respect & promote cultural diversity;
- A clear purpose and feasible timeline;
- Discussion of critical issues involving active community support.

III. Project Management

- A. Describe marketing, media, and other promotional activities. How will you reach and involve underserved populations?
- B. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.
- C. Identify project management personnel and briefly describe their duties and responsibilities.



Project Management Section Review Criteria - 30 points

The applicant has the ability to implement the project.

Indicators:

- Evidence of competent staff/volunteers to direct the planning process;
- Evidence of more than adequate financial resources are available to complete the project well.
- Well-planned marketing efforts.

C. Multicultural Training Subsidy Narrative Topics

Describe the objectives of the training and why it is important for your organization. Include information on how and by whom this need was identified. Include specific information on times, locations, costs, persons responsible, and staff participating in the training. What measurable changes do you anticipate resulting from this training?

**Training Subsidy Review Criteria - 100 points**

The proposed training event meets the purpose of the multicultural program.

Indicators:

- Presentation of information and support documentation for the event;
- Appropriateness of the proposed budget.

All applicants:

3

Detailed budget for proposed project using the format of Attachment A of the standard application form. Itemize all expenses and sources of revenue.

4

Listing of all current & proposed project positions with brief descriptions. Include names (indicate with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic), titles, & salary ranges.

5

Brief résumés for principal artistic and administrative project personnel.

6

Applicant's current board of directors list with occupations/professional affiliations indicating with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic.

7

Copy of applicant's current letter of registration or exemption under the SC Charitable Solicitations Act.

8

Copy of applicant's current by-laws and IRS tax-exempt letter, **if not already on file in the Grants Office of SCAC.**

OR

If applying through a fiscal agent, a copy of applicant's current by-laws, a copy of fiscal agent's IRS tax-exempt letter, and copy of formal agreement between applicant and fiscal agent that outlines the working relationship and responsibilities of both parties.

9

Suggested support materials - See Section IV for more information.

III. Rural Arts

Eligibility Requirements

The Rural Arts Program supports the development of rural arts organizations seeking to plan and implement arts programs that develop local cultural awareness in rural communities in South Carolina. Organizations and partnerships or collaborations that are located in non-urban areas that do not have extensive histories of or involvement with cultural programs, services, or resources are encouraged to apply. Applicants are encouraged to call their regional coordinators to determine eligibility.

Applicant must be located in a rural area of South Carolina and be a unit of government, or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Restrictions

1

The use of fiscal agents is an accommodation for organizations in the process of obtaining federal tax-exempt status. It is not meant to be a long-term arrangement.

- SCAC requires that a fiscal agent and the applicant organization enter into a formal agreement that outlines the working relationship and responsibilities of both parties. This letter must be submitted with the application;
- Organizations applying through a fiscal agent may not continue to apply under an agent for more than two fiscal years.

2

This is an entry level SCAC grant program. Recipients are only eligible to receive support for two consecutive fiscal years and may receive no more than two grants within each year.

3

The following types of organizations are **NOT** eligible to apply for Rural Arts Program grants:

- Schools
- Cultural Visions grantees
- Biennial and Annual and Project support grantees

Deadlines

May 15 for projects beginning in July through September

August 15 for projects beginning October through December

November 15 for projects beginning in January through March

February 15 for projects beginning in April through June

Funding Range

Up to \$2,500

Match

1st year: 1:2 (Applicant:SCAC); 2nd year: 1:1 (Applicant:SCAC) 50% of applicant match must be cash.

Filing Fee**Review
Process****Required
Application
Materials**

None

The initial staff review of applications focuses on eligibility, conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials. Individual panelists (Arts Commission program staff and management) review and rate grant applications on the basis of specific criteria listed in the guidelines. Funding recommendations based on individual review, funding histories, and information requested from SCAC regional and discipline coordinators are determined by panel consensus. Final funding decisions are approved by the Executive Director.

Each page/item of materials must be labeled with the name of the applicant organization and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: ① - ⑨

Second set: copies of ① - ⑥

①

An original completed, signed and witnessed standard grant application form that includes a project summary and budget.

②

A Narrative not to exceed two (2) pages that addresses the topics below. Each item in the Narrative should be identified by the appropriate number.

I. Artistry and Feasibility

- A. State your organizational mission and how your organization functions (or plans to function) within your community and its artistic environment?
- B. Describe your programs and services and how they will serve your constituents. How do you plan to solicit and use constituent feedback in making programming choices? How will you promote cultural diversity?
- C. Provide information on key personnel and collaborating organizations and SC artists involved with your organization.



Artistry and Feasibility Section Review Criteria - 50 points
The applicant demonstrates the ability to carry out its plan for developing and implementing the stated activities.

Indicators:

- Résumés of the organization's leadership and artistic personnel involved;
- Evidence that the activities are feasible and well-planned;
- Support materials that demonstrate community advocacy and artistic standards;
- Demonstrated concern for cultural diversity as evidenced by constituency to be served, intended audience, and programming choices.

II. Project Management

- A. Describe marketing, media, and other promotional activities. How will you reach and involve underserved populations?
- B. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.

◆ Project Management Section Review Criteria - 50 points
The applicant has the ability to implement the project.

Indicators:

- Evidence of competent staff or volunteers to direct the project;
- Evidence of more than adequate financial resources are available to complete the project well.
- Well-planned marketing efforts.

3

Detailed budget for proposed project using the format of Attachment A of the standard application form. Itemize all expenses and sources of revenue.

4

Listing of all current & proposed volunteer or staff positions with brief descriptions. Include names (indicate with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic), titles, & salary ranges (if applicable).

5

Brief résumés for principal artistic and administrative personnel.

6

Applicant's current board of directors list with occupations/professional affiliations indicating with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic.

7

Copy of applicant's current letter of registration or exemption under the SC Charitable Solicitations Act.

8

Copy of applicant's current by-laws and IRS tax-exempt letter, **if not already on file in the Grants Office of SCAC. OR**

If applying through a fiscal agent, a copy of applicant's current by-laws, a copy of fiscal agent's IRS tax-exempt letter, and copy of formal agreement between applicant and fiscal agent that outlines the working relationship and responsibilities of both parties.

9

Suggested support materials - See Section IV for more information.

IV. Community Tour

Eligibility Requirements

A limited number of touring fee support grants are awarded to nonprofit organizations which present performances of South Carolina artists and ensembles that have been selected to be SCAC Community Tour artists. Funding is on a first-come, first-serve basis. Presenters must book Community Tour artists from outside their own counties. All awards made through this program are subject to availability of funds. *Community Tour Artists* representing a wide range of performance in theatre, music and dance are selected by independent panel review and the South Carolina Arts Commission's Board members. The artists are limited to a total of \$5,000 in fee support from this program in one fiscal year.

Unit of government, or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Restrictions

①

All Community Tour performances must be open to the public and publicity must credit the South Carolina Arts Commission

②

School performances are *ineligible* for support.

③

Presenters must book Community Tour artists from outside their own county.

Deadlines

Applicants who have scheduled their next fiscal year seasons are encouraged to apply at the February 15 deadline.

May 15 for projects beginning in July through June.

August 15 for projects beginning October through June.

November 15 for projects beginning in January through June.

February 15 for projects beginning in April through June of the current fiscal year; or projects beginning July through June of the following fiscal year.

Funding Range

Up to one-third (1/3) of the artists' fee. \$3,500 is the maximum amount a presenter may request for a single performance. Although a presenter may apply for support for an unlimited number of Community Tour artists, the maximum dollar amount awarded to a single presenter will not exceed a total of \$3,750 in one fiscal year.

Match

2:1 (Applicant:SCAC)

Filing Fee

None

Review Process

All awards made through this program are subject to availability of funds. After reviewing applicant for eligibility (see Section I: Introduction & General Information, page 1), and completeness of application packet, the program director recommends a level of funding to the Executive Director who makes the final funding decision. Grantees receive full award payment of funded requests upon submission and approval of final grant report after the completion of the performance or presentation.

Instructions & Required Application Materials

①

An original completed, signed and witnessed standard grant application form with an attached budget that includes artist fees as the only expense and the Applicant Match and grant request as income.

NOTE: A separate application form must be submitted for each Community Tour artist or ensemble for whom subsidy is requested

②

One copy of the signed contract between presenter and Community Tour artist.

③

Applicant's IRS tax-exempt letter **OR** fiscal agent's IRS tax-exempt letter and a copy of the formal agreement between applicant and fiscal agent that outlines the working relationship and responsibilities of both parties.

Architecture & Design Residencies

Artists in Communities

*the arts help build and
strengthen communities*

Arts Education Initiatives

Other programs for Organizations

The information provided below is intended to give readers a brief description of other SCAC programs offering services to organizations. Please contact your Regional Arts Coordinator (803/734-8696) for more complete and up-to-date materials and assistance.

Since 1989, the South Carolina Arts Commission (SCAC) and LS3P Architects of Charleston, SC, have funded architecture and design residencies at elementary schools across the state. Through these unique two-week residencies, students learn first-hand from architectural designers/educators about architecture and design.

Applicant type: SC elementary schools. Geographic location is the primary consideration for selection, and previous participating schools are ineligible.

Fee: Applicants pay \$750 to SCAC which identifies and pays the artist.

The **Artists in Communities** program provides funding for projects that encourage long-term interaction between professional artists and community members of all ages. The projects are sponsored by nonprofit community organizations, or by public or government agencies including arts and cultural centers, park and recreation centers, community centers, libraries, churches, after-school programs, and housing agencies. *Schools are ineligible* to apply directly to this program, but are encouraged to collaborate with residency sponsors. Programs must be open to the public. However, confined populations in hospitals and correctional centers, as well as special populations, such as seniors, may also be served. A combination of workshops and lecture-demonstrations are scheduled to meet the specific needs of the community. Project activities are designed to help the participants understand the art form and to provide hands-on creative experiences. All arts disciplines are eligible including literature, design, dance, drama, folk, music, media, and visual. The Arts Commission is responsible for identifying, contracting, and paying the artists. Generally, during a four-week residency one or two professional artists bring their skills and techniques to the community.

Applicant type: Unit of government, or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Deadline: April 1

Granting Period: July 1 - June 30

Funding Range: Selected sponsors pay \$1,400 to the Arts Commission which contributes over \$2,000 for each four-week residency (100 hours of on-site service).

The SCAC is committed to facilitating comprehensive arts education programs that will substantially enhance student learning in schools and districts across South Carolina. Funding offered under Arts Education Initiatives (AEI) supports the aims set forth by the national *Goals 2000: Educate America Act*, the *Target 2000 - School Reform for the Next Decade Act* (SC legislation), the SC Framework for the Visual and Performing Arts, and the SC Arts in Basic Curriculum (ABC) Plan, adopted by the ABC Steering Committee. In each of these major educational initiatives, arts education is seen as a vital part of the education reform taking place across the country and throughout South Carolina.

The goals of the Arts Education Initiative grants are to:

- Contribute to well-planned comprehensive arts education programs in schools and communities statewide;
- Further the development of the arts as basic to education
- Provide opportunities for the professional development of educators related to the arts;

Cultural Visions for Rural Communities

- Encourage appreciation of and participation in the arts as an integral part of everyday life;
- Promote understanding of diverse cultural heritage as a means of cross-cultural communication.

AEI grant categories: AEI grants provide graduated steps to move applicants toward more comprehensive, integrated arts education programs that support and extend efforts to improve general education. Each step incorporates aspects of the previous step(s). By the time a site becomes an ABC Advancement Site, successful residencies, performances, community coalitions, planning, evaluation, and curricular reform will be integrated aspects of their programs.

Step One: Residency-Plus and Strategic Projects Grants

Step Two: Comprehensive Planning Grants

Step Three: ABC Advancement Grants

The Vision: Each rural community in South Carolina identifies, embraces, and develops its cultural assets and incorporates them as an integral part of the community's economic development strategy.

The Mission: Work with local organizations to strengthen leadership, advocacy, and grassroots activism to achieve the vision.

The "Cultural Visions" project began in 1990, when the SC Arts Commission invited the Governor's Office, the SC State Development Board, the SC Downtown Development Association, the Joint Legislative Committee on Cultural Affairs, Clemson University, and the SC Department of Parks, Recreation and Tourism and others to join in sponsoring a Rural Arts Task Force. The Task Force had a two-fold missions: (1) to stimulate rural cultural development in South Carolina through continuing partnerships between state agencies and organizations and local entities; and (2) to develop a comprehensive action plan for cultural development in rural South Carolina. Through support from the National Endowment for the Arts and the SC Arts Commission, the product of the plan became the **South Carolina Cultural Visions Council**, formed to develop programs that would implement the plan. Those programs include the Cultural Visions for Rural Communities grant initiatives to support collaborative projects in underserved rural areas and the Cultural Visions Leadership Institute to develop advocacy and leadership within the community. The Institute, developed in partnership with the Strom Thurmond Institute at Clemson University, offers intensive 3-day training programs covering topics such as team building, strategic planning, finding local arts resources, community design issues, cultural diversity, cultural tourism, arts accessibility, cultural animation, marketing, small business development, and proposal writing.

Grant Categories

- **Planning grants** (up to \$2,500) encourage the laying of groundwork for the larger grants.
- **Implementation grants** (no higher than \$20,000) support new, innovative projects that enable single communities or coalitions of rural communities to form alliances, utilizing their artistic and cultural resources to promote and enhance economic development. All grants require cash and in-kind matching resources, equaling at least one match dollar to each grant dollar. No less than 50% of this match must be cash.

Eligibility: The applicant organization must be located in a *rural underserved area* (for the purposes of this program, an underserved area is defined as one which is rural and does not have an extensive history of or involvement with cultural programs, services, resources or economic development initiatives) in South Carolina and have tax-exempt status from the IRS or apply through an organization that does. If funded, applicants are required to send representatives to the Cultural Visions Leadership Institute held at Clemson University.

For more information and application materials: Call your regional arts coordinator at 803/734-8696 or Ben Boozer at the SC Downtown Development Association at 803/933-1226.

Design Arts

The Design Arts Program supports activities that will promote design excellence in the areas of architecture, landscape architecture, interior design, historic preservation, fashion design, graphic and product design, and urban design. Grants are limited to non-capital expenditures.

What is Design? *Design is the process we use to shape the world and everything in it: products, packaging, clothing, buildings, landscapes, communications, transportation, and cities. Design responds to people's changing needs, to new technologies, and to the environment.*

From poster produced in collaboration by the NEA's Design Program and the Smithsonian Institute's Cooper-Hewitt National Design Museum.

What does the SCAC Design Arts Program Fund? Throughout South Carolina, from small towns to metropolitan areas, as public officials, business leaders, arts administrators, and citizens join together to improve the quality of life in their communities there are many opportunities to promote design excellence. Examples include the following: *planning for restoration of facade elements; renderings of historic buildings or landscapes for archival, business recruitment or celebration purposes; preliminary designs for major community projects; the design of parks and public spaces; restoration of historic gardens; master plans for open space communities; entryway beautification proposals; signage for entryways or businesses; design of town/county promotional brochures, town logos, banners, festival posters; coordinated graphics for all community activities; design for public improvements; interior layouts and material selections for community agencies to add beauty and improve space utilization; and more.*

What does the SCAC Design Arts Program *NOT* fund? Project expenses for organizations requesting initial technical assistance from the South Carolina Design Arts Partnership and capital expenditures are ineligible for funding.

Applicant type: Unit of government, or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Deadline: April 1

Granting Period: July 1 - June 30

Funding Range: Up to \$2,500

SC Design Arts Partnership (SCDAP)

The SCDAP is a partnership of the South Carolina Arts Commission, the South Carolina Downtown Development Association, Clemson University College of Architecture, Arts and Humanities, and Clemson University Outreach. Founded in 1994, its mission is to put quality design to work for South Carolina communities through direct action-oriented problem solving. The partnership uses the resources of Clemson University students to provide design services for up to ten (10) projects each year.

Deadlines: May 30 for fall semester design assistance; October 31 for spring semester design assistance.

For more information and application materials:

SCDAP
129 Lee Hall
Clemson, SC 29634-0511
864/656-7128

Folk Arts

The Folk Arts Program of the South Carolina Arts Commission supports programs that promote greater understanding and visibility of, and appreciation for, South Carolina's many cultures through documentation and presentation of traditional art forms and their practitioners. Folk arts are often found within the home, church or other semi-private settings rather than the usual arts venues such as concert halls or galleries. People often overlook the value of folk arts because they see them as routine activities or underestimate the skill and creativity involved in mastering them. These reasons and others have kept folk arts from getting their due exposure

SC Readers Circuit

Verner Awards

Writers' Forum

in public settings. Yet documenting and presenting folk arts helps us to celebrate that which makes the cultures of our region distinctive. It also helps us to see commonalities across cultures. Folk Arts can show us what values remain consistent in our society and what have changed over time. Most of all, presenting folk arts can help us find creativity in everyday life.

Applicant type: Unit of government, or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Deadline: April 1

Granting Period: July 1 - June 30

Funding Range: Up to \$3,500

The SC Readers Circuit project provides matching funds for up to fifty percent (50%) of fees for readings by SC literary artists who are on the Arts Commission's Approved Artist Roster. Libraries hosting readings may also apply to the Readers Circuit for an additional twenty-five percent (25%) of the fee. The South Carolina State Library provides funds for this purpose subject to the availability of federal funds. The Readers Circuit funds **readings only** - not workshops, lectures, seminars, or classes. Programs must be free and open to the public. All grants are awarded on a first-come, first-served basis. Applications must be signed by both writer and local sponsor and postmarked at least four weeks prior to the reading.

The Governor's Awards for the Arts, the Elizabeth O'Neill Verner Awards, are the highest honor the state gives in the arts. The Verner Awards are presented annually to South Carolina organizations, businesses and individuals participating in the growth and advancement of the arts in South Carolina. A committee appointed by the SCAC Board of Commissioners reviews all nominations and makes recommendations to the Board for final approval. The awards are presented by the governor during a ceremony each spring.

Category Definitions:

- **Arts in Education** - open to SC individuals and/or institutions whose primary function is arts education.
- **Arts Organization** - open to SC organizations whose primary function is the management, presentation, and/or support of the arts.
- **Government** - open to SC individuals and/or institutions generally described as a unit of state, local, county or municipal government, elected/appointed officials.
- **Individual** - open to SC individuals who have demonstrated exceptional achievement through leadership, support and/or prowess in the arts.
- **Business** - open to SC individuals or companies whose participation, support and/or contributions have benefited the maintenance and growth of the arts.

Writers' Forum provides funding assistance to nonprofit organizations in South Carolina which present nationally recognized writers. Applicants may include colleges, arts councils, libraries, writers' groups, etc. Applicants contract with writers of their choice to present programs that are open to the public (admission may be charged) and may include master classes and workshop components.

Applicant type: Currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Deadline: No later than 4 weeks prior to event

Granting Period: July 1 - June 30

Funding Range: Up to \$500

Artist Fellowships

Eligibility Requirements

Fellowships recognize and award the artistic achievements of South Carolina's exceptional artists by rewarding their career achievements. Four fellowships are awarded each year on a rotation by arts discipline. Fellowship awards are made through a highly competitive process and are based on but one criterion: artistic excellence. The fellowship awards bring recognition that opens doors to other resources and employment opportunities.

- Practicing artist;
- US citizen and SC resident with a permanent residence in the state for two (2) years prior to the application date and throughout the fellowship period;
- Not a degree-seeking, full-time student during the award period;
- 18 years of age or older at the time of application.

Restrictions

①

There is a limit of two fellowships in an artist's career and a period of ineligibility of ten years after the first fellowship is awarded.

②

Fellows may not receive any other SCAC grant awards during their fellowship year.

③

Applicants may submit only one request per deadline. Requests in more than one discipline will not be accepted.

Deadlines & Award Disciplines

February 15, 1999 for FY2000

- Visual Arts (2-Dimensional)
- Literature (Prose)
- Playwriting/Screenwriting
- Theatre (Acting)

February 15, 2000 for FY2001

- Visual Arts (3 Dimensional)
- Literature (Poetry)
- Music (Composition)
- Music (Performance)

Award Period

July 1 - June 30

Award

\$7,500 per fellowship

Match

None

Filing Fee

None

Review Process

Required Application Materials

①

Fellowship applicants' works are reviewed anonymously by out-of-state panelists who make their judgments solely on the basis of artistic merit. Panelists are identified only after the winners are notified and announced. The Arts Commission reserves the right not to award a fellowship in any discipline for which applications have been solicited.

The Arts Commission strongly recommends that an applicant seek assistance from the appropriate SCAC arts discipline coordinator prior to making application in this and other categories of individual support.

②

An original completed, signed and witnessed fellowship application form.

③

A signed proof of residency form.

Support materials for the appropriate discipline. All support materials (slides, writing samples, audio and video tapes, CD's) must be listed and described in the space provided on the application form. These materials should demonstrate the range of the artist's ability and should be of the highest possible quality. Materials sent without return postage will be discarded 90 days after announcement of awards.

Literature (Poetry and Prose)

Applicants may not submit more than twenty (20) pages of writing which must include one complete work. Work must be collated and stapled, and pages must be numbered. Writer's name and address must NOT appear anywhere on the work submitted. Indicate on the application list if work samples are published. All work must be typed (double-spaced for prose) on 8 1/2" x 11" paper. Do not submit books, chapbooks, pamphlets, etc.

Music (Composition and Performance)

Applicants for performance (which includes musical theatre) must submit one 15-minute audio tape or compact disc (labeled with contents of the tape and the artist's social security number only) of a recent performance(s). Tapes must be cued to the appropriate starting point. If these tapes include ensemble works, the tape label and application list must identify the role of the individual applicant in each selection included on the tape. Applicants for composition must include two original compositions on audio cassette or CD with accompanying scores or lead sheets. For improvisational compositions in which the composer is also performing, indicate the instrument played by the composer. For compositions for which scores are not available, a brief description of the composition process should be submitted. All work must have been completed within the last four years prior to making application. Label all materials as to contents and with the artist's social security number only.

Playwriting/Screenwriting

Applicants must submit two samples of original work. The work must be typed on one-side of 8 1/2 x 11 inch white paper, collated and numbered. Screenplays should be formatted in the approved Screenwriters Guild format (Courier - 12 point font; single spacing; correct margin allocations --1.25 Left, and 7.25 Right; plain text; etc.) and plays should follow the Samuel French guidelines found in *The Playwright's Handbook* (Frank Pike & Thomas G. Dunn). Order by calling 221/206/8990 or samuelfrench.com. The applicant's name must NOT appear anywhere on the work submitted.

Theatre (Acting)

Applicants in the acting category must submit a videotape of two (2) four-minute monologues of emotional contrast. One must be a period piece, the other a contemporary piece. Musical theatre is not included in this category - see Music Performance category. Amplified sound may not be used. No costumes or theatrical make-up can be worn nor props used. A chair or stool may be used, if needed. A maximum of 8½ minutes is allowed. The tape cannot be edited once each monologue begins and the filming must include full-body the entire time - no close ups.

Visual Art (2-D and 3-D)

Applicants must submit ten (10) plastic or paper-mounted 35 mm slides in a plastic sleeve: each slide must be labeled on the front side at the top with the artist's social security number only and must be marked with an arrow ↑ to indicate the correct placement of the slide in the carousel. Do not include applicant's name.

Artist Annual Projects

Eligibility Requirements

This category is designed for dance, literary, media, music, theatre and visual artists to support specific arts activities that promote the artist's professional development or career advancement. Projects that promote excellence in an arts discipline and make such excellence accessible for general community-wide audiences are encouraged. Annual project grants are awarded to help pay actual project costs over a twelve-month period or six-month period; ordinary living expenses during the project may not be supported with SCAC funds.

- Practicing dance, literary, media, music, theatre or visual artist;
- US citizen and SC resident with a permanent residence in the state for 6 months prior to the application date and throughout the grant period;
- Not a degree-seeking, full-time student during the grant period;
- 18 years of age or older at the time of application.

Restriction

Applicants may receive only one award per fiscal year. After receiving two (2) consecutive annual artist project grants, an applicant is ineligible in this category for one complete fiscal year.

Deadlines & Grant Periods

April 1, 1999, for the twelve-month period of July 1, 1999 - June 30, 2000;
September 1, 1999, for the six-month period of January 1 - June 30, 2000;
April 1, 2000, for the twelve-month period of July 1, 2000 - June 30, 2001;
September 1, 2000, for the six-month period of January 1 - June 30, 2001.

Funding Range

Requests must be over \$1,000 and no more than \$5,000

Match

1:1 (applicant:SCAC) Applicant's creative time may be calculated at no more than 25% of actual project expenses and applied toward the required match in addition to in-kind professional services of collaborating artists and goods, however, 50% of the applicant's match must be cash.

Filing Fee

None

Review Process

The initial staff review of applications focuses on the applicant's eligibility, the project's conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials. Individual panelists (Arts Commission program staff, management and outside experts) review and rate grant applications on the basis of specific criteria listed in the guidelines. Funding recommendations based on overall ratings are determined by panel discussion and consensus and then presented to the Arts Commission Board for final decision.

Required Application Materials

Each page/item of materials must be labeled with the name of the applicant and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: ① - ⑥

Second set: copies of ① - ④

An original completed, signed and witnessed standard application form.

①

2

A Narrative not to exceed two (2) pages that addresses the topics below. Each item in the Narrative should be identified by the appropriate number.

I. Artistry

- A. What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen.
- B. Provide information on key personnel and collaborating organizations and use of other artists (if applicable). Indicate how and why these people and organizations were selected.

◆ Artistry Section Review Criteria - 60 points

The applicant demonstrates the ability to maintain high professional standards and that the project will exhibit excellence, creativity and individuality.

Indicators:

- Résumés of applicant and other artistic personnel involved;
- Evidence that the project design is feasible and well-planned;
- Submitted support materials.

II. Career/Public Impact

- A. Why is this project important to your career and/or your community?
- B. If the project has a public component, identify target audiences, special populations to be served.
- C. Identify external support from the local cultural community, if any.

◆ Career/Public Impact Section Review Criteria - 20 points

The project benefits the artist and/or the community at large or SC artists.

Indicators:

- Demonstrated need for the project;
- Cooperative relationships and support from other artists and community organizations and/or businesses.

III. Project Management

- A. If applicable, describe marketing/distribution, media, and other promotional activities. How will you reach and involve underserved populations?
- B. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.

- ◆ Project Management Section Review Criteria - 20 points
The applicant has the ability to implement the project.
Indicators:
- Evidence of more than adequate financial resources are available to complete the project well.
 - Well-planned marketing/distribution efforts.

- ③ Detailed budget for proposed project using the format of the budget summary section of the standard artist projects application form. Itemize all expenses and sources of revenue.
- ④ Brief résumés for principal artistic project personnel.
- ⑤ Suggested support materials - See Section IV for more information.
- ⑥ A signed proof of residency form.

Artist Quarterly Grants

I. Projects

Eligibility Requirements

Restrictions

①

Applicants may apply to the Arts Commission for quarterly support at any of the four deadlines, but may receive no more than two quarterly grants per fiscal year.

②

Artists receiving Annual Project support are ineligible for quarterly support during the same fiscal year.

③

The Arts Commission will not review or fund quarterly project grant applications from a resident of a county that has a subgranting arts council. In such counties, applicants must apply to the subgranting agency for quarterly project grants, rather than to the Arts Commission. (Call your local arts council or your Arts Commission Regional Coordinator to determine the appropriate funding source.)

Deadlines

May 15 for projects starting in July through September

August 15 for projects beginning October through December

November 15 for projects beginning in January through March

February 15 for projects beginning in April through June

Funding Range

Up to \$1,000 per award. Applicants may receive **TWO** quarterly awards per fiscal year.

Match

1:1 (applicant:SCAC) Applicant's creative time may be calculated at no more than 25% of actual project expenses and applied toward the required match in addition to in-kind professional services of collaborating artists and goods, however, 50% of the applicant's match must be cash.

Filing Fee

None

2 categories of project support on a quarterly basis for SC artists

- Projects
- Ethnic Artist Projects

This category is designed for dance, literary, media, music, theatre and visual artists to support specific arts activities that promote the artist's professional development or career advancement. Projects that promote excellence in an arts discipline and make such excellence accessible for general community-wide audiences are also encouraged. Quarterly project grants are awarded to help pay actual project costs; ordinary living expenses during the project may not be supported with SCAC funds.

- Practicing dance, literary, media, music, theatre or visual artist;
- US citizen and SC resident with a permanent residence in the state for 6 months prior to the application date and throughout the grant period;
- Not a degree-seeking, full-time student during the grant period;
- 18 years of age or older at the time of application.

Review Process

Required Application Materials

The initial staff review of applications focuses on the applicant's eligibility, the project's conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials. Individual panelists (Arts Commission program staff and management) review and rate grant applications on the basis of specific criteria listed in the guidelines. Funding recommendations based on individual review and information requested from SCAC regional and discipline arts coordinators are determined by panel consensus. Final funding decisions are approved by the Executive Director.

Each page/item of materials must be labeled with the name of the applicant and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: ① - ⑥

Second set: copies of ① - ④

①

An original completed, signed and witnessed standard application form.

②

A Narrative not to exceed two (2) pages that addresses the topics below. Each item in the Narrative should be identified by the appropriate number and topic heading.

I. Artistry

- A. What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen.
- B. Provide information on key personnel and collaborating organizations and use of other artists (if applicable). Indicate how and why these people and organizations were selected.

Artistry Section Review Criteria - 60 points

The applicant demonstrates the ability to maintain high professional standards and that the project will exhibit excellence, creativity and individuality.

Indicators:

- Résumés of applicant and other artistic personnel involved;
- Evidence that the project design is feasible and well-thought out;
- Submitted support materials.

II. Career/Public Impact

- A. Why is this project important to your career and/or your community?
- B. If the project has a public component, identify target audiences, special populations to be served.
- C. Identify external support from the local cultural community, if any.

◆ Career/Public Impact Section Review Criteria - 20 points

The project benefits the artist and/or the community at large or SC artists.

Indicators:

- Demonstrated need for the project;
- Cooperative relationships and support from other artists and community organizations and/or businesses.

III. Project Management

- A. If applicable, describe marketing/distribution, media, and other promotional activities. How will you reach and involve underserved populations?
- B. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.

◆ Project Management Section Review Criteria - 20 points

The applicant has the ability to implement the project.

Indicators:

- Evidence of more than adequate financial resources are available to complete the project well.
- Well-planned marketing/distribution efforts.

3

Detailed budget for proposed project using the format of the budget summary section of the standard artist projects application form. Itemize all expenses and sources of revenue.

4

Brief résumés for principal artistic project personnel.

5

Suggested support materials - See Section IV for more information.

6

A signed proof of residency form.

II. Ethnic Artist

Project &
Development
Grants & Training
Subsidies

Eligibility Requirements

Restrictions

①

Applicants may apply to the Arts Commission for quarterly support at any of the four deadlines, but may receive no more than two quarterly grants per fiscal year.

②

Applicants may not be funded currently or previously by a SCAC Annual or Quarterly Project grant.

③

This is an entry-level SCAC grant program. Recipients will only be eligible to receive project support for two consecutive years.

Deadlines

May 15 for projects starting in July through September

August 15 for projects beginning October through December

November 15 for projects beginning in January through March

February 15 for projects beginning in April through June

Funding Range

Up to \$1,000 per award. Applicants may receive **TWO** multicultural awards per fiscal year.

Match

Project Development Grants:

1:2 (Applicant:SCAC) Applicant's creative time may be calculated at no more than 25% of actual project expenses and applied toward the required match in addition to in-kind professional services of collaborating artists and goods, however, 50% of the applicant's match must be cash.

Training Subsidies:

1:1 (Applicant:SCAC)

Filing Fee

None

Review Process

The initial staff review of applications focuses on the applicant's eligibility, the project's conformity to guidelines, accuracy and detail of budget, clarity of narrative, completeness of packet, compliance with grant requirements, and confirmation of required support materials. Individual panelists (Arts Commission program staff and management) review and rate grant applications on the basis of specific criteria listed in the guidelines. Funding recommendations based on individual review and information requested from SCAC regional and discipline arts coordinators are determined by panel consensus. Final funding decisions are approved by the Executive Director.

Required Application Materials

Each page/item of materials must be labeled with the name of the applicant and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: ① - ⑥

Second set: copies of ① - ④

①

An original completed, signed and witnessed standard application form.

②

A Narrative not to exceed two (2) pages that addresses the topics below. Each item in the Narrative should be identified by the appropriate number and topic heading.

I. Artistry

- A. What is the goal of this project? Describe what you plan to do, when the project will occur, where the project will take place, and how the activities will happen.
- B. Provide information on key personnel and collaborating organizations and use of other artists (if applicable). Indicate how and why these people and organizations were selected.

Artistry Section Review Criteria - 60 points

The applicant demonstrates the ability to maintain high professional standards and that the project will exhibit excellence, creativity and individuality.

Indicators:

- Résumés of applicant and other artistic personnel involved;
- Evidence that the project design is feasible and well-planned;
- Submitted support materials.

II. Career/Public Impact

- A. Why is this project important to your career and/or your community?
- B. If the project has a public component, identify target audiences, special populations to be served. How will this project advance an understanding of our culturally diverse community?
- C. Identify external support from the local cultural community, if any.

- ◆ Career/Public Impact Section Review Criteria - 20 points
The project benefits the artist and the community at large.
Indicators:
- Potential for professional advancement or career enhancement is well-documented;
 - Cooperative relationships and support from other artists and community organizations and/or businesses will advance an understanding of the culturally diverse community.

III. Project Management

- A. If applicable, describe any marketing/distribution, media, and other promotional activities. How will you reach and involve underserved populations?
- B. Clearly identify other sources of financial support including in-kind goods and services to be provided throughout the project.

- ◆ Project Management Section Review Criteria - 20 points
The applicant has the ability to implement the project.
Indicators:
- Evidence of more than adequate financial resources are available to complete the project well.
 - Well-planned marketing/distribution efforts.

- 3 Detailed budget for proposed project using the format of the budget summary section of the standard artist projects application form. Itemize all expenses and sources of revenue.
- 4 Brief résumés for principal artistic project personnel.
- 5 Suggested support materials - See Section IV for more information.
- 6 A signed proof of residency form.

Approved Artists' Roster

Artists in Communities

the arts help build and strengthen communities

Other programs for Artists

The information provided below is intended to give readers a brief description of other SCAC programs offering services to artists. Please contact your Discipline Arts Coordinator (803/734-8696) for more complete and up-to-date materials and assistance.

The SCAC *Approved Artists' Roster* is a list of artists in all genres who have been approved for artistic quality through an independent panel process. Schools and other venues in South Carolina which are funded through the SCAC Arts Education Initiatives (AEI) grant, must employ artists from the Approved Artists' Roster for artist residencies and performances in their programs. **Artists on the Roster are expected to be available to work in schools for some portion of the school year, or at the very least, be available to work in summer programs.**

Getting on the Roster - There is an annual application deadline for artists of all disciplines. Artists on other state artist rosters and those who have received other major recognition of their work, may be eligible to be placed on the SCAC Approved Artists' Roster without going through the panel process. Also, an *Interim Approval* process is available to schools who wish to hire an artist who is not currently on the roster.

Artist Fees - The minimum fee for artist residencies in schools is set by SCAC @ \$750 per week (22 hours of service), for visual and media artists, which can include up to \$75 for supplies, and \$700 per week for literary and performing artists, which can include up to \$25 for supplies. However, artists may negotiate for higher fees. Sponsors are not required to pay artist transportation or housing costs or to negotiate for higher fees. Being on the roster does not obligate the artist to do any particular number of residencies, but an artist must show evidence of having worked in the program at least once in a two-year period (by submitting to SCAC a copy of a signed residency contract) in order to keep his or her status on the roster.

Marketing - Although being on the Roster **does not guarantee** that an artist will get work in schools, it does ensure that the artist will receive the following support:

- The **Artists' Profile Directory**, published every other year (1998, 2000), includes Roster artists who choose to purchase a page that provides detailed background information and descriptions of the residencies.
- an annual **Arts Education Booking Conference** (not a showcase) that provides the opportunity for Roster artists to meet more than 450 teachers and other potential sponsors. The conference is held in Columbia, SC in early February each year. The deadline for Roster artists to apply to participate in the Arts Education Booking Conference is early fall.
- **Technical Assistance** - SCAC staff are available to help artists prepare for work in the schools by assisting them with the development of marketing strategies and lesson plans.

For more information: Contact Tom Bryan at 803/734-8696

The **Artists in Communities** program provides funding for projects that encourage long-term interaction between professional artists and community members of all ages. The projects are sponsored by nonprofit community organizations, or by public or government agencies including arts and cultural centers, park and recreation centers, community services, libraries, churches, after-school programs, and housing agencies. *Schools are ineligible* to apply directly to this program, but are encouraged to collaborate with residency sponsors. Programs must be open to the public. However, confined populations in hospitals and correctional centers, as well as special populations, such as seniors, may also be served. A combination of workshops and

Arts Education Initiatives

Community Tour

lecture-demonstrations are scheduled to meet the specific needs of the community. Project activities are designed to help the participants understand the art form and to provide hands-on creative experiences. All arts disciplines are eligible including literature, design, dance, drama, folk, music, media, and visual. The Arts Commission is responsible for identifying, contracting, and paying the artists. Generally, during a four-week residency one or two professional artists bring their skills and techniques to the community. Artists receive \$1,785 for two weeks (50 hours of project activities) or \$3,570 for four weeks (100 hours of service).

Applicant type: Unit of government, or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Deadline: April 1

Granting Period: July 1 - June 30

Funding Range: Selected sponsors pay \$1,400 to the Arts Commission which contributes over \$2,000 for each four-week residency (100 hours of on-site service).

The SCAC is committed to facilitating comprehensive arts education programs that will substantially enhance student learning in schools and districts across South Carolina. Funding offered under Arts Education Initiatives (AEI) supports the aims set forth by the national *Goals 2000: Educate America Act*, the *Target 2000 - School Reform for the Next Decade Act* (SC legislation), the SC Framework for the Visual and Performing Arts, and the SC Arts in Basic Curriculum (ABC) Plan, adopted by the ABC Steering Committee. In each of these major educational initiatives, arts education is seen as a vital part of the education reform taking place across the country and throughout South Carolina.

The goals of the Arts Education Initiative grants are to:

- Contribute to well-planned comprehensive arts education programs in schools and communities statewide;
- Further the development of the arts as basic to education;
- Provide opportunities for the professional development of educators related to the arts;
- Encourage appreciation of and participation in the arts as an integral part of everyday life;
- Promote understanding of diverse cultural heritage as a means of cross-cultural communication.

AEI grant categories: AEI grants provide graduated steps to move applicants toward more comprehensive, integrated arts education programs that support and extend efforts to improve general education. Each step incorporates aspects of the previous step(s). By the time a site becomes an ABC Advancement Site, successful residencies, performances, community coalitions, planning, evaluation, and curricular reform will be integrated aspects of their programs.

Step One: Residency-Plus and Strategic Projects Grants

Step Two: Comprehensive Planning Grants

Step Three: ABC Advancement Grants

The Community Tour Program of the South Carolina Arts Commission supports the development and promotion of touring activities by professional South Carolina performing artists and ensembles who have been selected through a panel process. Tax-exempt SC organizations and units of government may apply for grants to subsidize performance fees of Community Tour artists.

Artist selection - Approximately 30 performing South Carolina artists and ensembles representing a wide range of performance in theatre, music and dance are selected and promoted as Community Tour artists for a two-year period.

Exhibitions

The SCAC mounts significant exhibitions of works by contemporary South Carolina artists as a means of promoting South Carolina artists both in-state and out-of-state. The Commission recognizes the benefit of working with other states in collaborative projects to promote South Carolina artists in other markets and to provide reciprocal opportunities for other artists in partner states. A Triennial exhibition is mounted once every three years and other exhibitions are mounted during the interim. The Triennial exhibition combines both a jurying and curatorial process, and is co-sponsored with the South Carolina State Museum. Other exhibitions focus on specific issues, themes, and trends currently facing the art world and are curated by guest curators or by curators of the host exhibition site.

Eligibility: Living artists who are native or resident South Carolinians or who have done significant work while residing in the state are eligible.

Public Notification: Call for submissions and/or nominations for consideration of artists to be included in SCAC exhibitions are publicized through press releases, print media and a call for submissions through the SCAC's publications and through special mailings.

Folk Arts

The Folk Arts Program of the South Carolina Arts Commission supports programs that promote greater understanding and visibility of, and appreciation for, South Carolina's many cultures through documentation and presentation of traditional art forms and their practitioners. Folk arts are often found within the home, church or other semi-private settings rather than the usual arts venues such as concert halls or galleries. People often overlook the value of folk arts because they see them as routine activities or underestimate the skill and creativity involved in mastering them. These reasons and others have kept folk arts from getting their due exposure in public settings. Yet documenting and presenting folk arts helps us to celebrate that which makes the cultures of our region distinctive. It also helps us to see commonalities across cultures. Folk Arts can show us what values remain consistent in our society and what has changes over time. Most of all, presenting folk arts can help us find creativity in everyday life.

Applicant type: Unit of government, or currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Deadline: April 1

Granting Period: July 1 - June 30

Funding Range: Up to \$3,500

Media Arts Center (MAC)

The Media Arts Center of the South Carolina Arts Commission offers programs and services for individual artists and organizations:

The Artist Studio provides living quarters @ no charge to overnight guests utilizing the post-production facilities. The Studio includes a private bedroom with bath and kitchen access. Prior approval and advanced reservations are required.

At the Movies With Bad Dog is a circulating children's film and video program containing independent works. The series features pre- and post-screening activities to extend the viewing experience through creative writing, drawing, dramatics, audio and filmmaking activities.

The Equipment Access Center provides high quality film and video production and post-production equipment to media artists and educators in the Southeast. Equipment and facilities are available at a reduced rate to schools, artists and nonprofit organizations. New equipment includes a Scitex Videosphere Non-Linear Digital Editing System and Panasonic Mini DV Camera.

The Independent Film & Video Collection contains 42 of 161 independent short films and videos, selected and arranged to introduce audiences to the art and technique of independent film and video artists. Each program is organized on a particular theme and is available to South Carolina schools, community groups, church organizations, arts councils, museums and other sites.

Percent for Art

The Southeastern Media Institute (SEMI) a 9-day summer workshop event serves both beginners and professionals who are interested in developing further knowledge and skills in various aspects of media. Educators are specifically offered opportunities to learn how to incorporate media production into their curriculum.

Southern Circuit provides in-person screenings throughout the southern region, with award-winning film and video artists, such as Frederick Marx with *Hoop Dreams*. South Carolina sites include Columbia's Nickelodeon Theatre, Clemson University and Beaufort's Arts Council and Film Society.

Enabled by a 1981 Budget and Control Board Resolution, this program encourages state facilities to set aside ½ of 1% of the total project budget for new construction or renovation of state facilities for the purchase of art works. Any agency or institution requesting the authorization of funds for state facilities should consider the acquisition of works of art as a percentage of the estimated cost of such facilities. Percent for Art Projects are administered through the SCAC and the Slide Registry is one source for Percent for Art purchases in South Carolina. Participation by state agencies in Percent for Art projects is strictly voluntary.

Selection Process: A Percent for Art Committee is named for each state facility participating in the program. The committee may authorize either direct purchases or commissions. Commissions are announced through an open call for proposals. The committee reviews proposals, selects finalists for interview and awards commissions.

Eligibility: Artists who wish to be considered for Percent for Art projects should register their slides in the Slide Registry.

Performing Arts Showcase

The Performing Arts Showcase of the South Carolina Arts Commission is a 3-day booking extravaganza for presenters of performing arts events held every other year. Approximately 60 performing artists or groups are chosen by professional panels to participate in Showcase. Panel decisions are based on artistic excellence and marketing ability as evidenced by materials submitted. Showcase artists pay a minimal participation fee which covers receptions, breakfasts, use of display areas and the printing of an artist directory that is distributed to presenters. Representatives of arts organizations, festivals, colleges/universities, schools and civic organizations attend Showcase to make booking arrangements directly with the featured artists.

Slide Registry

The Slide Registry is an unjuried multi-media image bank of slides by over 1000 in-state and out-of-state artists. Initiated in 1983, it serves as a resource for commercial galleries, interior designers, architects, museums, arts councils, universities and colleges, corporations, state and federal agencies and others wishing to identify artists and works for the purpose of exhibition, purchase, commission, publication and education. An artist profile is maintained on each artist included in the registry.

Registration: Artists who are not included in the registry or those who have not updated their slides in the last three years are asked to submit updated materials.

Eligibility: Open to all American artists.

Deadline: Determined annually.

SC Fiction Project

Since 1983, the SC Fiction Project has been jointly sponsored by *The Post and Courier* and the South Carolina Arts Commission. Fiction Project is a writing competition which calls for previously unpublished short stories (approximately 1,000 to 2,500 words). Submitted stories are judged by a panel of professional writers based on literary quality and suitability for a general newspaper audience. The stories do not need to be Southern, nor do they need to be set in South Carolina, although such stories are acceptable for consideration.

SC Readers Circuit

Award - Up to 12 short stories will be accepted for publication; the authors receive \$500 each from *The Post and Courier*, which purchases first publication rights.

Eligibility - The competition is open to any writer (except previous year's winners) who is a legal resident of South Carolina and at least 18 years of age at the time of application.

The SC Readers Circuit project provides matching funds for up to fifty percent (50%) of fees of SC literary artists who are on the Arts Commission's Approved Artist Roster. Libraries hosting readings may apply to the Readers Circuit for an additional twenty-five percent (25%) of the fee. The South Carolina State Library provides funds for this purpose subject to the availability of federal funds. The Readers Circuit funds **readings only** - not workshops, lectures, seminars, or classes. Programs must be free and open to the public. All grants are awarded on a first-come, first-served basis. Applications must be signed by both writer and local sponsor and postmarked at least four weeks prior to the reading.

State Art Collection

Established in 1967, as one of the first programs of the South Carolina Arts Commission, the State Art Collection has grown to include over 400 works of art by contemporary South Carolina artists. The goals of this program are to foster a healthy cultural climate by supporting the state's contemporary visual and craft artists and to assemble a cultural legacy that shall serve as historical documentation. The purpose of the Collection in order of priority is:

1. To create a collection of historic importance and cultural vitality for the people of South Carolina that will serve as a tool to help promote the state and its cultural resources on the state, regional, national and international levels;
2. To make available to citizens throughout the state the best work of the state's contemporary artists;
3. To encourage and support the creative visual artists of South Carolina.

Works from the State Art Collection are available for loan to art museums, state agencies, art galleries and other art organizations as well as public and private organizations for the purpose of public exhibition or public display. Special exhibitions of the State Art Collection are organized for rural and isolated areas and for targeted areas inside and outside the state.

Eligibility: Living artists who are native or resident South Carolinians or who have done significant work while residing in the state. No style or category of visual art is excluded from considerations.

Deadline: Determined annually.

Writers' Forum

Writers' Forum provides funding assistance to nonprofit organizations in South Carolina which present nationally recognized writers. Applicants may include colleges, arts councils, libraries, writers' groups, etc. Applicants contract with writers of their choice to present programs that are open to the public (admission may be charged) and may include master classes and workshop components.

Applicant type: Currently registered charitable organization with the Office of the Attorney General of the State of South Carolina that either has its own federal tax-exempt status with the IRS or applies through a fiscal agent.

Deadline: No later than 4 weeks prior to event

Granting Period: July 1 - June 30

Funding Range: Up to \$500

Getting Ready

Before You Apply

- Organization applicants, please contact your Regional Arts Coordinator (see Appendix for staff list) before applying for any grants; individual artists, please contact your Discipline Arts Coordinator.
- Select the category most appropriate, and that which best fits the purpose and timeline of the proposal being submitted for review. We anticipate that all guidelines will be available at our website: <http://www.midnet.sc.edu/scac/artweb.htm>.
- Complete the application well in advance of the deadline, **SIGN** it and have it **WITNESSED**.
- Complete all sections of the application form. Do not alter the application form or exceed the spaces provided unless directions specifically permit attachments.
- Type your application. Do not use reduced type on the application. Application forms may be obtained on formatted disk or may be downloaded from the website. Please call the grants office for more details.
- Be clear, concise, and fit your project summary within the space provided.
- Check all materials for completeness. Check again! Most errors are made due to lack of proofreading, checking for inclusion of required material and checking of arithmetic on the budget form. Application copies will be sent to review panels as submitted.
- Keep a copy of your application for future reference.
- Keep the Commission informed of any changes in your contact person, address, phone number or pertinent applicant information.
- Do not use 3-ring binders, folders, or bind the application or copies in any way other than staples, binder clips, or paper clips.
- Do not assume that panelists will have any prior knowledge of your work or reputation.
- Determine if the deadline is a postmarked deadline or delivery. This may vary with different programs. Late applications will not be accepted.

General Instructions

Submitting Support Materials

Although not mandatory for every category, all applicants are encouraged to submit suitable support materials with their grant proposals. Some categories require support materials - please see specific guidelines for instructions. If possible send two copies of pertinent **print** material, one of which can be sent to the panelist leading the discussion of the application.

- Keep the *bulk* of the application to a minimum. Inclusion of excessive materials does not allow time for a thorough review of all materials submitted. Support material should be concise but informative.
- Label all attachments and support material with applicant's name and a heading describing the material.

Review panels rely heavily on support materials in evaluating applicants for funding. Panelists base their recommendations on the material included in your application packet. Therefore, it is essential to send only the highest quality materials that best represent the work under review.

NOTE: *Original works of art will not be accepted. Support materials will be returned only if S.A.S.E. is submitted.*

Print:

- Letters from participating artists and/or organizations to verify support for the proposal.
- Samples of recent reviews, programs, and brochures. Media reviews should be labeled with the name of the newspaper/magazine, the name of the reviewer, and the date of the review.
- Listings of the types of services that indicate levels of community involvement and support.
- Additional support materials as requested, or as deemed necessary by the applicant, to explain the proposal.

Audio/Video Tapes & Slides:

Only one tape and up to 10 slides are needed to be played or viewed during the panel meeting. Applicants should submit work which is relevant to the application and has been completed in the last three years. All audio and video tapes should be cued to the section the applicant wishes to be reviewed. Information on the work as indicated below is required. Applicants who would like their tapes or slides returned must include a self-addressed, stamped envelope.

Specific Instructions

For Organizations

BY DISCIPLINE

- **Arts Councils and Multidisciplinary Arts Centers**
 1. Membership and program brochures
 2. Letters of support from community and/or membership.
- **Dance**
 1. A listing of the company repertoire;
 2. A VHS videotape to demonstrate the artistic level and variety of the company. The videotape should be no shorter than 5 minutes, but cannot be longer than 15 minutes; ideally, a videotape should be 15 minutes in length and include three 5-minute segments of three different dance pieces. Single videotapes submitted by the applicants (up to 15 minutes) will be transferred to a composite tape and sent to panelists with the written application materials. These composite tapes will be viewed by panelists prior to the

panel meeting; individual tapes will be made available to the panel for group viewing during the meeting. Make sure your video recording is of the highest possible quality. The material must be cued to the exact point of review. An audio/visual description, must include name of choreographer(s), title of work(s), date of performance(s), company members, venue(s), and pertinent design details.

- **Literature**

1. Documentation of publishing history or professional status;
2. A proposed publication schedule, where applicable;
3. Previous conference programs or samples of published material.
4. Support letters which demonstrate strong commitment from contributors.

- **Media Arts**

Media Arts presenters should include brochures and schedules and/or an audio or videotape.

- **Music**

An audio tape or compact disc. A tape should be between 5 and 15 minutes in duration. The ideal audio cassette recording will include three 5-minute selections representing three different examples of the repertoire and the representation of the organization's work. No more than one of them should include a guest artist. Audio selections should have the approval of the organization's artistic or music director. The 15-minute tape will be transferred to a composite tape and sent to panelists prior to the panel meeting. The material must be cued to the exact point of review. If sending a CD, the applicant must indicate which selections should be transferred to the composite tape. A written description indicating the Title(s); Names of Artist(s) or Performing Group(s); and Date of Performance(s) must be submitted.

- **Presenter**

1. Season brochures and/or schedules.
2. Listing of productions indicating which ones are presented by the applicants and which are presented by other organizations renting the hall.
3. Background information on the artists to be presented in the form of résumés, reviews or other promotional material.

- **Theatre**

1. A VHS videotape to demonstrate the artistic level and variety of the company. The videotape should be between 5 and 15 minutes; ideally, a videotape should be 15 minutes in length and include three 5-minute segments of three different theatre productions. Single videotapes submitted by the applicants (up to 15 minutes) will be transferred to a composite tape and sent to panelists with the written application materials. Also, individual tapes will be made available to the panel for group viewing during the meeting. Make sure your video recording is of the highest possible quality. The material must be cued to the exact point of review. A written description, including the title of work(s), date of performance(s), name of director, company members, venue(s), and pertinent design details must be included.
2. Season brochures and/or schedules.
3. Reviews, articles, letters that provide solid information about the artistic work itself.

- **Visual Arts**

1. Samples of prior programming in the form of catalogues produced in the last two years by the applicant; printed exhibition materials, such as schedules; letters of intent to

For Artists

share/loan work from cooperating institutions, artists, and/or collectors; and résumés of contributing writers to a catalogue for which funds are being requested are suggested.

2. One set of ten (10) slides or photographic prints of a representative sample of works to be exhibited. Two of the slides/photos should represent the following: an exterior shot of the facility and a standard installation. A written description including the name of the artist, the title and date of the exhibition, the title, date, dimensions, and medium of the work, and a brief written explanatory statement about the work must be submitted.

Do not submit original works of art. Artists should submit examples of their work and the work of other participating artists, if applicable, in one of the following formats. For examples featuring collaborative works or media productions, specify THE APPLICANT'S role in the creation or execution of the work:

- One set of slides (limit 10). **No glass mounted slides, please.**
- One 15-minute (or less) audio or VHS video cassette tape or compact disc of a recent performance, excerpts or sample of work. Tapes must be cued to the appropriate starting point and must have accompanying written notes of (date of performance, works performed, names of artists, and other pertinent information).
- Samples or excerpts of poems, short stories, novels, screenplays/script treatments, or musical manuscripts (limit 20 pages).

All slides, tapes, writing samples, etc., must be identified with the applicant's names; title of the work; medium/process; date of work; dimensions, duration or number of pages. A list of work samples including this information must be submitted with the application package.

If work samples are to be returned, a stamped, self-addressed envelope must be enclosed.

All applicants

Completing the Application Form & Narrative *With Unsolicited (but meaningful) Comments from the Grants Office*

Each page/item of materials must be labeled with the name of the applicant and be submitted in a format suitable for copying, with legible, no less than 10 point type face (do not reduce type). **Do not use 3-ring binders, folders, or bind the application materials in any way other than with staples, binder clips, or paper clips.** The application package must include two collated sets as follows:

Full set: ① - ⑨ (organizations) or ① - ⑥ (artists)

Second set: copies of ① - ⑥ (organizations) or ① - ④ (artists)

We know that many of you prefer to present your application materials in aesthetically pleasing packages, especially after you have worked so many hours to prepare them. Please resist the urge to do this, as all the materials must be removed for copying before sending to the panelists. Only paper clips, binders, and staples are acceptable. Also, it is important not to reduce the typeface; panelists have to read all the material submitted and small print is not panelist-friendly.

- ① An original completed, signed and witnessed standard grant application form.

If we had a dollar for every missing signature, we'd be able to fund at least one small grant. These signatures are important because they obligate the applicant to maintain compliance with our legal assurances, as required by law. A witness can be any adult available at the time you sign the application form.

- ② The Narrative as stated in the program-specific guidelines.
 - ◆ denotes the criteria used for review. Carefully read each section before responding to the Narrative questions. Use the criteria as guides for determining important information to be included under each narrative section.

For the first time, we have put all this information together--the narrative questions & review criteria--in order to stress the importance of criteria in the panel rating and review process. Although all of the narrative is meaningful, the number of points assigned to a section gives you an idea of its relative importance. (Don't forget to number and name the sections.) Also, do not assume that the panelists know anything about you, your organization or project. Write clearly and concisely. Creative writing is appreciated, but it is not a good substitute for a logical and honest presentation.

- ③ Detailed budgets for project support or budget notes for operational support.

For operational support, we want to see year to year income and expenses on Attachment A of the application form. Any important comments about these figures should go after the narrative as section ③. Please note that fluctuations larger than 20% (plus or minus) from year to year tend to raise a red flag with panelists. You must give an explanation for this type of discrepancy and a detailed description of in-kind contributions. The first column is last year's budget and will reflect final year-end figures; the next column is the current year's and will have a combination of real and projected figures; the final columns are the proposed year(s) and will be entirely projected figures. (Biennial support applicants must submit projected budgets for the two years of requested support.) Please refer to the application key for explanations regarding each income and expense category. **For project support**, we want to see detailed budgets that provide enough information to give a clear idea of the financial status of the project. Panelists like to see the same format (use Attachment A as your guide) and they like it when things add up correctly. Also, check to see that everything you mention doing in the narrative shows up in the budget, e.g., if videotaping a workshop is part of the project, there should be some corresponding expense in the budget, as in the cost of purchasing videotapes and/or contracting a videographer and editor.

BUDGET FORMAT (found in Attachment A)

| | Past Yr. | Current Yr. | Proposed Yr.(s) |
|--|----------|-------------|-----------------|
| HEADINGS | 199__ | 199__ | 2000 and/or 01 |
| Applicants for project support use the same format as in Attachment A & itemize the information. | | | |

- ④ A list of all current and proposed staff (or project) positions, including names (indicate with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic), titles, salaries and general description of the position, including brief list of specific duties & tasks.

This information provides the panel with an idea of how your organization or project is managed in terms of who does what. Volunteer staff should be included if the duties and responsibilities are vital to the organization's operation, especially if that volunteer functions as a staff person.

Organizations
only

- 5 Brief résumés for principal artistic and administrative staff.

This can make or break an application. Assume that the only thing a panelists knows about your artistic personnel comes from this section. Also, proof that you have competent administrative personnel or abilities is very important in projecting an organization's or project's success.

- 6 Applicant's current board of directors list with occupations/professional affiliations indicating with asterisks those who are African-American, American Indian/Alaska Native, Asian, and Hispanic.

Panelists are interested in how the board composition reflects the community or constituency that your organization serves. A list of names and their occupations and/or professional affiliations gives a panelist an idea of why these people were asked to serve on your board. Although a panelist may not personally know your board members, he or she will be able to get an idea of the breadth of your organization's leadership. Feel free to add lists of advisory committees or other entities that are involved in your operations.

Organizations
Only

- 7 Copy of applicant's current letter of registration or exemption under the SC Charitable Solicitations Act.

Every year on July 1st all charitable organizations of South Carolina are required to register with the Department of Revenue and submit a fee of \$50. After the Department of Revenue reviews your organization's application for registration or exemption, it sends an acknowledgment letter stating your current status. A copy of this letter is required for making application to SCAC, as only currently registered nonprofit organizations may apply to the Commission.

Organizations
Only

- 8 Copy of applicant's current by-laws and IRS tax-exempt letter, **if not already on file in the Grants Office of SCAC.**

OR

If applying through a fiscal agent, a copy of applicant's current by-laws, a copy of fiscal agent's IRS tax-exempt letter, and copy of formal agreement between applicant and fiscal agent that outlines the working relationship and responsibilities of both parties.

SCAC must have a copy of an organization applicant's current by-laws (even if that applicant is applying for funding through a fiscal agent) and a copy of a tax exemption letter from the IRS--either the applicant's or the fiscal agent's. Once these documents have been filed at SCAC, it is not necessary for an applicant to resubmit them again until a change has been made in either document.

All

- 9 Suggested or required support materials - see program-specific guidelines.

Artists only

Please study the instructions for submitting support materials according to your arts discipline. In some funding categories this information is required; in others it is highly recommended. However, the format and written description of materials is very important. Typically, an applicant's review during the panel meeting lasts an average of 10 minutes. If the support material is unorganized, it will detract from the evaluation.

⑥ A signed proof of residency form.

There are different residency requirements for particular funding categories. The form is a signed affidavit that you are a current resident of South Carolina and are in compliance with the other residency requirements of the funding program. (SCAC has forms available upon request.) All individuals applying for SCAC funds must be U.S. citizens.

Giving Credit

After the Grant Award - Always Read the Fine Print!

- **To SCAC & NEA:** Funds awarded by the Commission are public moneys and must be given appropriate credit. Therefore, an organization or artist receiving funds or support from the Commission must give credit to the South Carolina Arts Commission and the National Endowment for the Arts in all advertising, news releases, printed materials, and promotion and publicity. This credit should be prominently positioned near the name of the sponsoring organization or applicant using the following wording: ***"This project is funded in part by the South Carolina Arts Commission which receives support from the National Endowment for the Arts."*** Where no printed program for a funded project exists, grant recipients must make at least one public announcement during the activity giving credit to the South Carolina Arts Commission noting that the Commission receives support from the National Endowment for the Arts. Failure to provide appropriate credit may result in reduction or cancellation of grant funds.
- **To Legislators:** SCAC grant programs are funded primarily through state funds which are appropriated to the South Carolina Arts Commission by the General Assembly. It is important for grant recipients to express their appreciation to their legislators for such support. On receiving notification of a grant award, grant recipients are responsible for informing their legislators of Commission funding. Unless the Commission specifies an exemption, the grant recipient is also responsible for inviting their legislators to all grants-sponsored events. (A listing of current legislators, their districts, addresses and telephone numbers, compiled by the South Carolina Arts Alliance, may be found in the Appendix of this Guide.)
- **Contracts:** When a grant is approved, a contract specifying the terms of the grant is sent to the grant recipient. The Commission must receive a signed grant contract before any funds are disbursed and on condition that the grantee is not in default on previously awarded grants. Contracts must be signed by the individual who can legally obligate the organization-- Authorized Official--or the individual applicant him/herself. After the grantee agrees to the terms specified, ***No changes in the project shall occur - in activities, personnel or budget - unless approved in advance, in writing, by the South Carolina Arts Commission.*** The person who signs the contract agrees to uphold the conditions and is legally responsible for the compliances stated in *Section I - Introduction - General Information* of this Guide. All project dates--the period required to implement and complete the proposed activity--must fall within the Commission's fiscal year (July 1 through June 30) unless an extension has been approved.
- **Award Reductions:** Because of unanticipated state revenue shortfalls, the Commission may be required, by the Legislature or Budget and Control Board, to reduce the agency budget at any time during the year. It is possible that a required state agency budget cut could reduce award amounts in mid-year. The Commission, therefore, reserves the right to reduce award amounts commensurate with the budget adjustments set forth by the Legislature or Budget and Control Board
- **Grant Cancellation:** The Commission reserves the right to withhold, cancel, and request return of funds allocated to a grantee in the event the grantee does not meet specified reporting deadlines, or changes the project without prior Commission approval.

Getting the Money \$\$

Managing the \$\$

- **Refunds:** Any grant moneys which remain unobligated and unspent at the end of the grant period must be refunded to the Arts Commission.
- **Grant Payments**
 - SCAC grantees with awards up to \$2,500 will receive 50% of the award upon SCAC receipt of the signed contract. The remaining 50% will be sent upon receipt and approval of the required final report.
 - SCAC grantees with awards of \$2,500 and above receive three payments of 40% upon SCAC receipt of the signed contract, 30% automatically half-way through the grant period, and the remaining 30% upon receipt and approval of the required affidavit or final report as stated on the contract.

Recordkeeping & Reporting

Accurate records of the project and expenditures must be kept for all activities related to the grant for a period of three years after the completion of the project. Financial records must be made available for audit upon request by the South Carolina Arts Commission and/or the National Endowment for the Arts.

Financial Management

A grantee shall use an accounting system that is in accordance with generally accepted accounting standards and principles including, but not limited to, the following:

1. Accurate and complete disclosure of all financial grant activity in accordance with the SCAC reporting requirements.
2. A system which clearly separates grant funds from other revenues and maintains records which identify the source and use of funds for grant supported activities.
3. Supporting source documentation of all grant-related expenditures, such as letters of agreement, contracts, purchases orders, invoices, bills, etc.
4. Maintaining financial records for a minimum of 3 years after completion of the grant.

Audit Requirements: As required by the SC State Auditors Office, through the Single Audit Act of 1984, P.L. 98-502 and the National Endowment for the Arts, a federal agency, organizations receiving grants from the Commission totaling \$300,000 or more must submit an audited statement of the previous year to the Arts Commission which is compatible with the provisions stipulated in Federal OMB Circular A-128 for state and local governments, and OMB Circular A-110 and A-133 for institutions of higher education, hospitals and other nonprofit organizations. Other organizations receiving SCAC grants may be subject to agency audits of receipts and expenditures as they relate to grant funds.

Reports: A final evaluation report with the financial and other documentation is required of all grant recipients. The due date for this information varies by project and funding category. The "Final Report Due" date will be printed on the first page of the grant contract. If the Grants Office has not received a Final Report by this due date, a letter will be mailed to the grantee with the notification that said grantee is no longer eligible to receive SCAC funds until the Final Report is received and approved.

Bad Debts: Individuals and organizations who are in arrears to the Commission for previous debts will not be paid any awarded grant funds until their debts are cleared.

Ensuring future \$\$

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803-212-6108
E-mail: 502@legis.lpittr.state.sc.us

J. Verne Smith
District 5 - Greenville Co.
Box 528, Greer 29652
864-877-2504
313 Gressette Bldg., Columbia 29202
803-212-6350
E-mail: slc@legis.lpittr.state.sc.us

David Thomas
District 8 - Greenville Co.
23 Wade Hampton Blvd., Greenville 29609
864-271-6371
410 Gressette Bldg., Columbia 29202
803-212-6240
E-mail: scp@legis.lpittr.state.sc.us

Robert L. Waldrop
District 3 - Anderson Co.
P.O. Box 597, Anderson 29622
864-224-2235
604 Gressette Bldg., Columbia 29202
803-212-6016
E-mail: 604@legis.lpittr.state.sc.us

McKinley Washington, Jr.
District 45 - Colleton, Hampton, Charleston, Beaufort, Jasper & Allendale Cos.
P.O. Box 247, Ravenel 29470
803-889-2440
610 Gressette Bldg., Columbia 29202
803-212-6040
E-mail: 610@legis.lpittr.state.sc.us

Dewitt Williams
District 37 - Berkeley, Charleston, Colleton, Dorchester & Georgetown Cos.
Box 296, St. Stephen 29479
803-567-3740
608 Gressette Bldg., Columbia 29202
803-212-6032
E-mail: 608@legis.lpittr.state.sc.us

Addison G. Wilson
District 23 - Lexington Co.
Box 5709, West Columbia 29171
803-794-1116
211 Gressette Bldg., Columbia 29202
803-212-6420
E-mail: sge@legis.lpittr.state.sc.us

House Fax:

(803)734-2925

Senate Fax:

(803)212-6299

Bill Status Information:

1-800-922-1539

To find more information about the South Carolina General Assembly on the Internet, key the following address into your web browser: <http://www.lpittr.state.sc.us>

Betty J. Plumb
Executive Director
South Carolina Arts Alliance
858 Eden Terrace
Rock Hill, S.C. 29730

South Carolina
Arts Alliance

ACCESSIBILITY SELF-ASSESSMENT CHECKLIST

This is an informal guide for applicant organizations to identify physical and/or programmatic barriers which prevent full participation by individuals with disabilities. The checklist is neither a determination of your legal rights or responsibilities under the Americans with Disabilities Act (ADA); the 1973 Rehabilitation Act, Section 504; nor binding upon any agency with enforcement responsibility under the ADA.

FACILITY ACCESS:

Answer questions 1. through 7. about the physical accessibility of each facility or site used for programs by your organization. Indicate accessibility by answering *yes* or *no* in response to each question and checking *yes*, *no* or *n/a* for each accommodation in relation to the question.

YES Physical feature exists.

NO Physical feature does not exist but should.

N/A Physical feature does not exist and is not needed (i.e., A single-level, ground floor facility would not need an elevator).

1. Is the entry way accessible to people with mobility impairments (patrons who use wheelchairs, crutches, or walkers or who are unsteady)? ☐ YES ☐ NO.

| | YES | NO | N/A |
|---------------------------------|--------------------------|--------------------------|--------------------------|
| Ramps/Lifts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Railings on Ramps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Steps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Railings on Steps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doors Open Easily/Automatically | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2. Is the entry easily accessible to people with visual impairment (i.e., low vision, blind)? ☐ YES ☐ NO.

| | | | |
|---------------------|--------------------------|--------------------------|--------------------------|
| Large-Print Signage | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Well-Lighted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

3. Is the entry way accessible to people with hearing impairments (i.e., hard of hearing, deaf)? ☐ YES ☐ NO.

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| Buzzer Door | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes, Is There a Visual Entry Code (i.e., Flashing Light)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4. Is patron parking available? ☐ YES ☐ NO.

| | | | |
|---|--------------------------|--------------------------|--------------------------|
| Designated "Handicapped Parking" | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clear Passage to Entry (i.e., for Wheelchair Users) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Is the interior space accessible to people with mobility impairments? ☐ YES ☐ NO.

| | | | |
|------------------------|--------------------------|--------------------------|--------------------------|
| Ramp | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Railings on Ramps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Steps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hand Railings on Steps | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Firm, Smooth Surfaces | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Doors Open Easily | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Elevators | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | YES | NO | N/A |
|--|-------|-------|-------|
| Chair Lifts | _____ | _____ | _____ |
| Accessible Restrooms | _____ | _____ | _____ |
| Designated Wheelchair Seating | _____ | _____ | _____ |
| 6. Is the interior space accessible to people with visual impairments? ____ YES ____ NO. | | | |
| Large Print Signage | _____ | _____ | _____ |
| Braille Signage | _____ | _____ | _____ |
| Braille Marked Elevator Buttons | _____ | _____ | _____ |
| Raised Letter Signage | _____ | _____ | _____ |
| Free of Hazardous Overhangs & Protruding Obj. | _____ | _____ | _____ |
| Clearly Marked Abrupt Changes in Levels | _____ | _____ | _____ |
| 7. Is interior accessible to people with hearing impairments? ____ YES ____ NO. | | | |
| Visual Emergency Alarm System | _____ | _____ | _____ |

ACCESS TO ORGANIZATIONS PROGRAM:

Answer each question 8. Through 10. as it relates to programmatic accessibility.

YES Program offers adaptation routinely or upon request.
NO Program does not offer adaptation but should.
N/A Program does not offer adaptation and it is not needed (i.e., A symphony concert probably would not require audio description.)

8. Does the organization use the following to make its programs accessible to people with visual impairments? ____ YES ____ NO.

| | | | |
|-----------------------|-------|-------|-------|
| Large Print Materials | _____ | _____ | _____ |
| Large Print Labeling | _____ | _____ | _____ |
| Braille Materials | _____ | _____ | _____ |
| Taped Materials | _____ | _____ | _____ |
| Audio Description | _____ | _____ | _____ |

9. Does the organization use the following to make its programs accessible to people with hearing impairments? ____ YES ____ NO.

| | | | |
|---|-------|-------|-------|
| Assisted Listening Devices -- 1) Infrared | _____ | _____ | _____ |
| 2) Audio Loop | _____ | _____ | _____ |
| 3) FM System | _____ | _____ | _____ |
| Sign Interpreters | _____ | _____ | _____ |
| Oral Interpreters | _____ | _____ | _____ |
| Script and Text of Verbal Presentations | _____ | _____ | _____ |
| Captioned Audio Visual Materials | _____ | _____ | _____ |
| TDD/TTY (Telecomm. Device for the Deaf) | _____ | _____ | _____ |

10. Does the organization publicize its accessibility? ____ YES ____ NO.

| | | | |
|------------------------|-------|-------|-------|
| By telephone | _____ | _____ | _____ |
| By TDD/TTY | _____ | _____ | _____ |
| In Large Print | _____ | _____ | _____ |
| In Braille | _____ | _____ | _____ |
| On Audio Cassette Tape | _____ | _____ | _____ |

| South Carolina Service Organizations | |
|--|--|
| Artists of Color SC State University Stanback Museum Orangeburg, SC 29115 Mr. Frank Martin, President 803-536-7013 | |
| Arts in Basic Curriculum (ABC) Project Winthrop University 103 McLaurin Hall Rock Hill, SC 29733 Ms. Deborah Hoffman, Director 803-323-2451 Fax 803-323-2333 | |
| Clay Arts Society 1932 Calhoun Street Columbia, SC 29201 Mr. Steven C. Hewitt 803-733-8331 | |
| Columbia Film Society 937 Main St Columbia, SC 29201 Mr. Dale Campbell, Manager Ms. Rhonda Melogy, Development Director 803-254-3433 | |
| National Association for Campus Activities - SC Unit College of Charleston Stern Student Center Charleston, SC 29424 Debra Ray, Assistant Director 803-953-5726 | |

| | |
|---|--|
| Poetry Society of SC 16 Fulton Street Charleston, SC 29401 Mr. John H. Bennett, Jr. | |
| Scriptwriters of SC, Inc. 400 Heyward Rd. Anderson, SC 29621 Ms. Kathryn Smith 864-224-0290 bulldog@clemson.campus.mci.net | |
| SC Academy of Authors Quitman Marshall 1306 Woodrow St. Columbia, SC 29205 803-252-8950 | |
| SC Alliance for Arts Education (SCAAE) 1429 Senate Street Room 504 Columbia, SC 29201 Mr. Wayne Lord, Chairman 803-734-8335 | |
| SC Art Educators Association (SCAEA) P O Box 23706 Columbia, SC 29224-3706 Mr. Robert Kinard, President 803-786-1686 | |
| South Carolina Arts Alliance Betty Plumb, Executive Director 858 Eden Terrace Rock Hill, SC 29730 803-24-8296 FAX 803-324-4860 bjpscaa@sunbelt.net | Peer Advisory Network Travel Training Subsidies Customized Research and Data Base Advocacy Workshops |

| | |
|---|-------------|
| SC Association of Health, Physical Education Recreation, & Dance P O Box 2598 Cayce-West Columbia, SC 29171 Mr. Robert E. Hansen, Executive Director 803-772-4513 | |
| SC Association of Nonprofit Organizations P.O. box 11252 Columbia, SC 29211 803-808-6547 803-808-6548 fax | |
| SC Bluegrass & Traditional Music Association 710 Meeting Street West Columbia, SC 29169 Mr. Bill Wells - Founder 803-796-6477 | |
| SC Center for Dance Education Columbia College Dance Department 1301 Columbia College Drive Columbia, SC 29203 Ms. Diane McGhee, Executive Director 803-786-3490 | |
| SC Dance Association (SCDA) Claflin College 400 College Avenue Orangeburg, SC 29115 Deborah Goff, President 803-535-5363 | |
| SC Department of Education 1429 Senate Street, Rutledge Building Columbia, SC 29201 MacArthur Goodwin phone: 803-734-8382 | Target 2000 |

| | |
|---|---|
| SC Department of Archives and History State Historic Preservation Office P.O. Box 29211-1669 Columbia, SC 29211-1669 803-734-8611 | Historic Preservation Grants |
| SC Downtown Development Association Beppie LeGrand P.O. Box 11637 Columbia, SC 29211 803-799-9574 community@mac.state.sc.us | Downtown Revitalization Community Wide Vision Planning Community Development Technical Assistance Lovable Communities Conference |
| SC Federation of Museums SC State Museum P O Box 100107 Columbia, SC 29202-3107 Ms. Nana Farris 803-737-4982 | |
| SC Film Office 1201 Main Street Edgar Brown Building, room 110 Columbia, SC 29201 Isabel Hill, Director 803-737-0409 http://www.scfilmoffice.com | Information Hotline 803-737-3022 |
| South Carolina Humanities Council Bob Ellis PO Box 5287 Columbia, SC 29250 803-691-4100 FAX 803-691-0809 bobschc@aol.com | Major Grant (over \$1000) Mini Grant (under \$1000) Planning Grants Speaker's Bureau Resource Center Let's Talk About It |
| SC Presenters Network P O Box 2692 Rock Hill, SC 29732 Karen Blankenship, Chair 803-324-8200 karenb@infoave.net | |

| | |
|---|---|
| SC State Library 1500 Senate Street Columbia, SC 29211 803734-8666 fax: 803734-8676 reference@leo.scsl.state.sc.us http://www.state.sc.us/scsl/ | Grants Research Collection Comprehensive Foundation Directories Internet Access |
| SC Theatre Association (SCTA) P O Box 2054 Lexington, SC 29071-2054 Ms. Janet Jordan, Administrative Director 803-356-6809 803-356-6826 fax sctheatreassn@juno.com | |
| SC Watercolor Society Kim Richards, Executive Director 712 N. Pittsburgh Street Kennewick, WA 99336 509 783-3055 richards@owt.com | |
| SC Writers Workshop P O Box 7104 Columbia, SC 29202 Mr. Russell Burns, Jr. 803-682-7387 | |
| Very Special Arts South Carolina Very Special Arts of S. C. PO Box 643 Columbia, SC 29202 Larry Salley, Exec. Director | |

Regional Organization

| | |
|--|--|
| Southern Arts Federation 181 14TH STREET N.E., SUITE 400 ATLANTA, GA 30309 Phone: 404-874-7244 FAX 404/873-2148 | Presenter Fee and Dance Support Meet the Composer/South Jazz Network Satellite Fee Subsidy Southern Arts Exchange Folk Arts Traveling Exhibits |
|--|--|

National Service Organizations

| | |
|---|--|
| Association of Performing Arts Presenters 112 16th St., NW Suite 400 Washington, DC 20036 202-833-2787 | for presenters: Dance Travel Assistance Program Information Exchange Annual Conference Reader's Digest Arts Partners Program (planning and project funding) |
| National Endowment for the Arts Nancy Hanks Center 1100 Pennsylvania Ave. NW Washington, D.C. 20506 202-682-5400 ArtsReach Hotline: (202)682-5700 http://arts.endow.gov | grant catagories for Organizations: ArtsReach Creation & Preservation Planning & Stabilization Heritage & Preservation Education & Access |
| The Foundation Center 79 Fifth Avenue New York, NY 10003-3076 212 620-4230 fax 212-691-1828 mfn@fdncenter.org http://fdcenter.org/fcsearch.html | Publications Training and Seminars Grantmaker Information |
| <h3 style="text-align: center;">A Selection of Very Specific Funding Opportunitites</h3> | |
| Adopht and Esther Gottlieb Foundation 380 West Broadway New York, NY 10012 212-226-0581 | for Printmakers, Sculptors and Painters: Individual Support Grants Emergency Grants |
| American Academy of Arts and Letters 633 155th Street New York, NY 10032 212-368-5900 | for composers of musical theatre: Richard Rodgers Music Award |

| | |
|--|---|
| Friends of Photography 250 4th Street San Francisco, CA 94103 415-495-7000 | for photographers |
| Publications | |
| HOW TO FORM A NONPROFIT CORPORATION by Anthony Mancuso | The \$39.95 book, which includes incorporation forms on diskette, can be purchased from : Nolo Press 950 Parker Street Berkeley, CA 94710-9867 phone (800)992-6656 fax (510)548-5902. |
| INCORPORATION AND TAX-EXEMPTION FOR NONPROFIT ORGANIZATIONS: A Start-up Manual for 501(c)(3) Public Charities That Raise Funds From the Public in South Carolina. | Simon Printing 646 Sunset Boulevard West Columbia, SC 29169 phone (803) 926-9819 fax (803)791-7244. Cost: \$9.00 (Manual \$6.00 plus \$3.00 sales tax and shipping - if picked up \$6.30 for manual plus sales tax.) |

Quantity 3000, cost per unit= \$1.78
 Total cost = \$5,339.00

ORGANIZATION PROFILE

Last Updated: _____

5/98

| | |
|--------------------------------|------------------------------------|
| LEGAL NAME: _____ | Federal Employer ID#: _____ |
| address: _____ _____ | |

If applicable -- The above is a division/department of: _____

Yr. Founded: _____ Fiscal Yr. Starts: _____ Ends _____ Fed. Tax Status: _____ Year of SC Incorporation: _____

Name in which IRS determination letter was issued: _____

AKA: _____

ARTISTIC FUNCTION(s) - # by priority: _____ PRODUCING _____ PRESENTING _____ SERVICE _____ EDUCATION
_____ Other _____

DISCIPLINE(s) EMPHASIZED - # by priority: _____ Dance _____ Music _____ Opera _____ Theatre _____ Visual _____ Design _____ Crafts
_____ Photography _____ Media _____ Literature _____ Folk Arts

ORGANIZATION MISSION STATEMENT

CURRENT STAFF/BOARD

| Number of | African-American | Amer. Indian/Alaska Native | Asian | Hispanic | White | Totals |
|-----------------------------------|------------------|----------------------------|-------|----------|-------|--------|
| Full-Time Paid Professional Staff | | | | | | |
| Full-Time Paid Other Staff | | | | | | |
| Part-Time Paid Professional Staff | | | | | | |
| Part-Time Paid Other Staff | | | | | | |
| Volunteers | | | | | | |
| Artists on staff/Group Members | | | | | | |
| Board | | | | | | |
| TOTALS: | | | | | | |

SERVICE AREA PROFILE

SERVICE AREA: ☐ Statewide ☐ County(ies) list: _____
☐ City ☐ Community

POPULATION: Total# _____ %African-American _____ %American Indian/Alaska Native _____ %Asian
_____ %Hispanic _____ %White
_____ %Youth _____ %Seniors

Identify special populations served: _____

ECONOMIC Characteristics: Median Income \$ _____ Per Capita Income \$ _____ % Unemployment

Describe any Characteristics Unique to Area or Population Served:



ORGANIZATION PROFILE

ORGANIZATION NAME:

FACILITIES

| Type of Space | # of | O, R, I? | Physical address if different than organization | Size/ Seating Capacity |
|---------------------|---------|----------|---|------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Type of Space: W=Workshop/Classroom; M=Meeting Rm, E=Exhibition Space; G=Gallery; P=Performance Space; O=Office; S=Artist Studio
O, I, R: O=Own; R=Rent; I=In-kind

Asterisk any facilities above that are NOT accessible to persons with disabilities

In the space below, summarize inadequacies and/or changes planned within next 5 years, specifically related to staffing, facilities, and technology acquisition.

FY2000 GRANT APPLICATION for ORGANIZATIONS**I. APPLICANT**

Legal Name

Federal Employer ID#

Street Address

Mailing Address (if different from above)

City

State

Zip Code

County

Daytime Phone

FAX#

E-Mail Address

PRIMARY ORGANIZATIONAL FUNCTION:☐ Arts Producing☐ Arts Presenting☐ Arts Service☐ Arts Education☐ Non-Arts**II. FISCAL UNIT/AGENT**

a Fiscal Agent is required
if an organization does
not have federal tax-
exempt status

Legal Name

Street Address

Mailing Address (if different from above)

City

State

Zip Code

County

Contact Person

Title

Daytime Phone

FAX#

E-Mail Address

III. APPLICATION CATEGORYCheck only one ☐ category below:☐ Biennial Operational Support

+ _____ Subgranting

☐ Annual Operational Support

+ _____ Subgranting

☐ Annual Project Support☐ Cultural Visions☐ Design Arts☐ Folk Arts☐ Quarterly Project☐ Quarterly Multicultural: Development☐ Quarterly Multicultural: Planning☐ Quarterly Multicultural: Training Subsidy☐ Quarterly Rural Arts☐ Quarterly Community Tour☐ Other: _____**IV. CERTIFICATION**

We certify to the Commission that:

1. The applicant is in compliance with stated eligibility requirements, and ALL information contained in this application is true and correct to the best of my knowledge;
2. The filing of this application and signature have been authorized by the governing body of the applicant;
3. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant solely for the described projects and programs; and
4. The applicant and any organization that it assists will comply with all applicable Federal and State laws when conducting any program activity for which the applicant receives financial assistance from the Commission.

Authorized Official: Typed Name & Title

Signature

Date

If applicable

Fiscal Unit/Agent Authorized Official: Typed Name & Title

Signature

Date

ORGANIZATION GRANT APPLICATION SUMMARY PAGE

APPLICANT NAME:

V. PROPOSAL

Project Title or Operational Support:

Primary Project Discipline:

Project Activity Type:

Operational Support/ 1 yr. = \$ _____ for period starting -- ending

Subgranting/ 1 yr. = \$ _____

TOTAL REQUEST = \$ _____

or PROJECT REQUEST = \$ _____

SUMMARIZE PROPOSAL IN THIS SPACE.

All applicants are urged to discuss application process & proposal content with appropriate SCAC staff prior to applying.

Name of SCAC staff person applicant was advised by: _____

FOR SCAC USE ONLY: _____ \$ _____
AUTHORIZED APPROVAL AWARD AMOUNT DATE

MAIL APPLICATION, ATTACHMENTS, and FEE, if applicable, TO: Grants Office, S.C. Arts Commission, 1800 Gervais St., Columbia, SC, 29201

APPLICANT NAME:

ATTACHMENT A-1

FINANCIAL PROFILE

| | ITEM | FY____ (completed yr) | FY____ (current yr) | FY____ (projected yr1) | FY____ (projected yr2) |
|---------------------------|--|--------------------------|------------------------|---------------------------|---------------------------|
| EXPENSE DETAIL | Personnel: Administrative Artistic Technical/Production Other | | | | |
| | Outside Fees & Services | | | | |
| | Space Rental | | | | |
| | Travel | | | | |
| | Marketing | | | | |
| | Subgranting | | | | |
| | Remaining Operating Expenses _____ _____ _____ _____ | | | | |
| | TOTAL CASH EXPENSES: | | | | |
| | In-Kind: Prof. Services _____ Goods & Materials _____ TOTAL IN-KIND: | | | | |
| | TOTAL EXPENSES: | | | | |
| INCOME DETAIL | Applicant Cash | | | | |
| | Admissions/Sales | | | | |
| | Contracted Services Revenue | | | | |
| | Private Support: Corporate _____ Foundation _____ Other _____ | | | | |
| | Government Support/Grants: Federal _____ State/Regional _____ Do NOT include SCAC request above County ATAX _____ County Other _____ City ATAX _____ City Other _____ Other Revenue: _____ | | | | |
| | TOTAL CASH INCOME: | | | | |
| | TOTAL IN-KIND: | | | | |
| | SCAC GRANT REQUEST: | | | | |
| | TOTAL INCOME: | | | | |

APPLICANT NAME:

ATTACHMENT A-2

FINANCIAL PROFILE

If applicable, give narrative and dollar amount information on the following:

1. Cumulative Surplus/Deficit

2. Endowment

3. Cash Reserve

4. Capital Campaign

APPLICANT NAME:

ATTACHMENT B-1

FY__ -- COMPLETED YEAR ACTIVITY SUMMARY

for Biennial and Annual Operational Support Applicants only

NARRATIVE: Attach sheets responding to the following questions. Label each sheet with "Attachment B-2," etc., with Grantee Name and Fiscal Year on each sheet.

1. How were organizational objectives met during the year? If you were unable to spend all of your award, please provide a brief explanation.
2. Summarize funded activities. Specify any changes in activities from original grant application. For continuing activities, what changes do you plan on implementing that could strengthen or improve activities? Discuss quality of performance in the areas of 1) professionalism, 2) program content, and 3) audience/community reaction or impact (include admission charge per person, if any). Describe the organization's most outstanding accomplishment of the year.
3. Describe methods used to evaluate the funded activities.
4. What other organizations or individuals were involved in planning, support and implementation?
5. Describe publicity or promotional efforts, if applicable, which were conducted to inform the public of the project. Include specific information on your efforts to make activities accessible to groups traditionally underserved in the arts (e.g. people/students with disabilities, people of color, rural populations, low-income families, etc.).
6. What can SCAC do to improve its services to you, your organization and your community?

Provide the following:

1. Sample of any evaluation materials used
2. Schedule of events and organizational activities
3. List of participating artists/consultants
4. Samples of membership, publicity and promotional materials

Notification/Evaluation:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Were the members of the state legislature from your district informed of this SCAC grant? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Were any legislators invited to attend events or functions funded by the grant? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| 2. Was SCAC informed of events or functions funded by the grant? | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Did an SCAC staff member, panelist, or Board member visit during the grant period? | <input type="checkbox"/> yes | <input type="checkbox"/> no |

STATISTICAL DATA: The following information is required of SCAC in reporting to the National Endowment for the Arts and the National Assembly of State Arts Agencies. For this report, "predominant" is defined as over 50%.

ACTIVITIES -- The predominant culture/traditions emphasized in organization's **activities** (circle one of the following):

American Indian/Alaska Native Asian African-American Hispanic White OR General

List all SC counties in which project activities took place: _____

Did project activities include an international component? ☐ yes ☐ no

Arts Education -- Check one of the following if your organization has arts education activities:

50% or more of activities are arts education, directed to:

- ☐ 01A: K-12 students
- ☐ 01B: Higher Education students
- ☐ 01C: Pre-Kindergarten children
- ☐ 01D: Adult learners

50% or less of activities are arts education, directed to:

- ☐ 02A: K-12 students
- ☐ 02B: Higher Education students
- ☐ 02C: Pre-Kindergarten children
- ☐ 02D: Adult learners

PARTICIPANTS -- The predominant racial characteristics of **participants** in grant activities (circle one of the following):

American Indian/Alaska Native Asian African-American Hispanic White OR General

Provide numbers for each of the groups below:

_____ Total Artists Participating _____ Total Youth Benefiting _____ Total Other Participants

APPLICANT NAME:

ATTACHMENT C-1

FY__ -- COMPLETED YEAR SUBGRANTING ACTIVITY

NARRATIVE: Attach sheets responding to the following questions. label each sheet with "Attachment C-2", etc., with Grantee name and Fiscal Year on each sheet.

1. **OVERVIEW:** What is your organization's role in the development of the arts in the county or counties that your subgrant program serves? How did subgranting contribute to that role this past year?

2. **APPLICATION PROCESS:** Who may apply for subgrants? Describe all eligibility requirements, restrictions, award ranges, deadlines (at least 4 per year) and project periods. How is technical assistance provided for potential applicants? Detail the process by which applications are accepted, administered and reviewed by your staff and review panel.

3. **PANEL:** How many people serve on the review panel? How are they selected and how long may they serve? What is the composition of your panel? (arts professionals, ethnic and demographic representation, community representatives). How does your panel make and record decisions (formal vote, consensus, other) and how are they informed about their duties and responsibilities?

4. **APPEALS PROCESS:** Describe your appeals process and the criteria for an appeal.

5. **PAYMENTS & DOCUMENTATION:** Detail the method you use for processing payments to subgrantees and the reporting procedures that you require of them. How do you ensure that the subgrantees have provided the services for which you have contracted? Describe how the program is documented and evaluated.

6. **PUBLICITY:** Outline the publicity strategy for announcing this program to your constituency.

7. **FORMS:** Provide copies of all subgranting forms used in the process.

DETAIL:

| | |
|--|---|
| Total Number of <u>Artist</u> Applicants: _____ Total Requested: \$ _____ | Number funded: _____ Total Awarded: \$ _____ |
| Total Number of <u>Organization</u> Applicants: _____ Total Requested: \$ _____ | Number funded: _____ Total Awarded: \$ _____ |

Using the following format, list on separate sheets all applicants and their requests, including those that were not funded. Label each sheet with "Attachment C-#", etc., with grantee name and fiscal year on each sheet.

| Applicant Name and Address | Request | Amount Awarded | Amount Spent | Total Prj Expenses | Total # Served |
|---|---------|----------------|--------------|--------------------|---|
| Project Title: Project Discipline: Activity Type: | | | | | artists: _____ youth: _____ others: _____ |

FY2000 GRANT APPLICATION for ARTISTS

| | | | |
|----------------------------------|---|--------------------------------|---------------|
| I. APPLICANT | Legal Name | Federal Employer ID# | |
| | Street Address | | |
| | Mailing Address (if different from above) | | |
| | City | Zip Code (street) (mailing) | County |
| | Daytime Phone | FAX# | Email Address |
| | PRIMARY ARTIST DISCIPLINE: <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Opera <input type="checkbox"/> Theatre <input type="checkbox"/> Visual Arts <input type="checkbox"/> Design Arts <input type="checkbox"/> Crafts <input type="checkbox"/> Photography <input type="checkbox"/> Media Arts <input type="checkbox"/> Literary <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Folk Arts | | |
| II. APPLICATION CATEGORY | Check only one <input type="checkbox"/> category below: <input type="checkbox"/> Annual Project Support <input type="checkbox"/> Quarterly Grants <input type="checkbox"/> Ethnic Artist Grants & Training Subsidies | | |
| III. PROPOSAL INFORMATION | Project Title: | | |
| | Primary Project Discipline: | | |
| | Project Activity Type: | | |
| | TOTAL REQUEST AMOUNT \$ _____ for period starting _____ ending _____ | | |
| | SUMMARIZE PROPOSAL IN THIS SPACE. | | |
| IV. CERTIFICATION | <p>I certify to the Commission that:</p> <ol style="list-style-type: none">1. I am in compliance with stated eligibility requirements, and ALL information contained in this application is true and correct to the best of my knowledge;2. The activities and services for which assistance is sought will be administered by or under the supervision of the applicant solely for the described projects and programs; and3. I will comply with all applicable Federal and State laws when conducting any program activity for which the applicant receives financial assistance from the Commission. | | |
| | Applicant Signature | Date | |

ARTIST APPLICATION BUDGET PAGE

APPLICANT NAME: _____

| ACTUAL EXPENSES | Amount | ACTUAL INCOME | Amount |
|---|--------|--|--------|
| Personnel: Administrative | _____ | Applicant Cash | _____ |
| Artistic | _____ | Admissions/Sales | _____ |
| Technical/Production | _____ | Private Support: Corporate | _____ |
| Supplies and Materials | _____ | Foundation | _____ |
| Outside Fees & Services | _____ | Gov't Grants/Support: Federal, State, etc. | _____ |
| Space Rental | _____ | (do NOT include SCAC request here) | _____ |
| Travel | _____ | In-Kind | _____ |
| Marketing | _____ | SCAC Grant Request* | _____ |
| Other Expenses | _____ | | _____ |
| TOTAL CASH & IN-KIND EXPENSES: | _____ | TOTAL CASH & IN-KIND INCOME | _____ |
| Applicant's Creative Time Expense* | _____ | Applicant's Creative Time Income* | _____ |
| TOTAL PROJECT EXPENSE | _____ | TOTAL PROJECT INCOME | _____ |

***Match & Request Calculation**

1. Divide TOTAL CASH & IN-KIND EXPENSES by 3 _____
2. Multiply the result of step 1 by 2 _____
3. Enter the result of step 2 or the category cap whichever is less _____

Please note: You may claim In-Kind contributions OR Applicant's Creative Time as no more than 50% of your match. You may not claim both. If you do not include Applicant's Creative Time, then your cash and in-kind match must equal at least 50% of the TOTAL CASH & IN-KIND EXPENSES.

If you are claiming Applicant's Creative Time as a portion of your match, and if your personal creative time required to complete the project can be valued at the amount shown as the result of step 1, please initial here:

APPLICANT'S INITIALS _____

Then enter the result of step 1 as Applicant's Creative Time amount under both Expenses and Income.

If you are claiming Applicant's Creative Time, the result of step 3 is the maximum amount you may request from the SCAC.

All applicants are urged to discuss application process & proposal content with appropriate SCAC staff prior to applying.

Name of SCAC staff person applicant was advised by: _____

FOR SCAC USE ONLY: _____ \$ _____
AUTHORIZED APPROVAL
AWARD AMOUNT
DATE

MAIL APPLICATION, ATTACHMENTS, and FEE, if applicable, TO: Grants Office, S.C. Arts Commission, 1800 Gervais St., Columbia, SC, 29201

SOUTH CAROLINA ARTS COMMISSION
1800 Gervais Street
Columbia, SC 29201; Phone: 803/734-8696

Application must be submitted on this form and must be typed.

Applicants are encouraged to keep a personal copy of all materials submitted.

FY2000 ARTIST FELLOWSHIP APPLICATION

I. APPLICANT INFORMATION

Applicant Name _____

Address _____

City _____ Zip _____ County _____

Phone (day) _____ (evening) _____

FAX: _____ e-mail: _____

Social Security No. _____

II. CATEGORY

Select only one

☐ Literature/Prose ☐ Theatre (Acting)

☐ Visual Arts (2-Dimensional)

☐ Playwriting/Screenwriting

Medium _____
(e.g. painting, short story, etc.)

III. ARTISTIC CAREER SUMMARY

Provide information in the space below; include fellowships, grants or other awards/recognition that you have received.

IV. STATEMENT OF ASSURANCES

I hereby certify that all statements in this application are true and that all supporting materials are my work. I am in compliance with stated eligibility criteria and have maintained a permanent residence in South Carolina for two years prior to date below.

By: _____ Date: _____, 19____
Signature of Applicant

Mail complete application and support materials to: Grants Office, Fellowship Program
South Carolina Arts Commission
1800 Gervais Street
Columbia, S.C. 29201

V. SUPPORT MATERIALS LIST

- Identify support materials (slides, writing samples, tapes, films, videos, etc.) below.
- Number each item as listed below and mark only with your social security number - **NO NAME**
- Include appropriate information about your work.
- Mark each item as listed below plus your social security number.

| | Title of Work | Date of Work or Performance | Dimensions, Duration or No. of Pgs. |
|-----|-------------------------------|--|--|
| 1. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 2. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 3. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 4. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 5. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 6. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 7. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 8. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 9. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |
| 10. | _____ | _____ | _____ |
| | Medium, Process: _____ | | |

_____ I want my support materials returned. I am enclosing the required stamped, self-addressed mailing envelope.

NOTE: Materials sent without return postage will be discarded 90 days following announcement of awards.

Manuscripts will not be returned.

TERMS

DEFINITIONS

| | |
|----------------------------------|---|
| ATAX | cash support derived from either county or city accommodations tax revenue. |
| administrative personnel expense | total cash payments for <u>employee</u> salaries, wages, and benefits for the executive and supervisory administrative staff, such as program directors, business managers, and press agents; clerical staff such as secretaries, bookkeepers; and supportive personnel such as maintenance employees, security staff, ushers and box office personnel. |
| admissions | revenue derived from the sale of admission, tickets, subscriptions, memberships, etc., for events for an organization or project. |
| applicant | the legal name of the applicant |
| applicant cash | funds from applicant's present or anticipated cash resources that applicant plans to allocate to the project or general fund. Documentation in the form of accounting records, receipts and invoices for such allocations must augment fiscal records and are subject to audit. |
| applicant match | amount of proposal expenses that applicant plans to fund from non-SCAC sources. This amount must equal <i>at least</i> the Required Match ratio listed in the guidelines for the application category selected. |
| application category | SCAC grant category of funding. Check only one category per proposal. |
| artistic personnel expense | total cash payments for <u>employee</u> salaries, wages, and benefits for artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, filmmakers, writers and other artists, etc. |
| capital expenditures | expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc. May be used only as part of cash match. |
| certification | application must be signed by the authorized official of organization, and of the Fiscal Unit/Agent if applicable, or the individual artist applicant in order to certify veracity of application. |
| contracted services revenue | income earned by providing contractual services to clients or other organizations. |
| corporate | cash support derived from contributions by businesses, corporations, and corporate foundations. |
| creative time | the cash value of the applicant artist's creative or technical/production time. Follow the steps on the application form to compute allowable creative time. |
| fiscal unit/agent | if an applicant organization does not have 501(c)(3) tax-exempt status from the IRS, a fiscal unit or agent with such status must be used. A written letter of agreement, signed by both the applicant and fiscal agent, outlining the relationship and responsibilities must be included as part of the application materials. See <i>Guide to Grant Programs</i> for further information. |
| foundation | cash support derived from grants given by <u>private</u> foundations. |
| government support/grants | appropriations given for project or operations of an organization by governmental agencies, or the proportionate share of such moneys, allocated to the project or organization. |

| | |
|----------------------------|--|
| in-kind | items or services for which a fee would normally be paid, provided to the applicant at no cash cost. To be considered in-kind, donated goods/services must be necessary to the organization or project, i.e., these goods/services would be purchased if not donated. Professional services must be donated by a professional working in that profession and valued on the provider's professional rate. |
| marketing | all cash expenses for marketing/publicity/promotion. Do not include payments which belong under "personnel" or "outside fees & services." Include costs of advertising, printing and mailing of brochures, flyers, posters, and food, drink, and space rental when directly connected to marketing. For fundraising expenses, see "remaining operating expenses". |
| operational support | pertaining to the general operations of an organization and not a specific project. |
| organization profile | form which requests information about an organization's mission, constituency, staff/board, and facilities. An applicant's profile may be updated as needed. |
| outside fees & services | total cash payments for the services of individuals who are not normally considered employees of the applicant, but are consultants or employees of other organizations. This includes artistic fees for artists serving in non-employee/non-staff capacities. |
| primary project discipline | select one of the following general disciplines: dance, music, opera, theatre, visual arts, design, crafts, photography, media, literary, interdisciplinary and folk, or specific categories within these disciplines such as ballet, musical comedy, fibre, prose, etc. |
| private support | general description of funding allocated from private sector sources such as corporations, foundations and individuals. |
| project activity type | using the following standard activity types select one that most closely describes your activity: <ul style="list-style-type: none"> ▪ acquisition ▪ audience services ▪ creation of a work of art ▪ concert/performance/reading ▪ exhibition ▪ fair/festival ▪ identification/documentation ▪ institution/organization establishment or support ▪ arts instruction ▪ marketing ▪ administrative or artistic professional support ▪ recording/filming/taping ▪ publication ▪ repair/restoration/conservation ▪ research/planning ▪ school or other residency ▪ seminar/conference ▪ equipment purchase/lease/rental ▪ distribution of art ▪ apprenticeship/internship ▪ regranteeing (subgranteeing) ▪ translation ▪ writing about art ▪ professional development/training ▪ stabilization/endowment/challenge ▪ building public awareness ▪ technical assistance |

| | |
|--|--|
| project support | funding for a specific arts activity. |
| project title | a one-line description of proposed activity. |
| proposal information | all the specific information of the project or operational support request including a concise, yet thorough outline of the application narrative. |
| remaining operating expenses | includes all cash expenses not listed in other categories and specifically identified with the project. examples include scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, sets and props, equipment rental, insurance fees, fundraising expenses, etc. |
| request | amount of SCAC funding for which applicant is applying. |
| space rental | total cash payments for rental of office, space, rehearsal space, theatre, gallery, etc. |
| subgranting | total of organization's budget spent on subgranting to other organizations and artists. |
| supplies and materials | total cash payments for items necessary for completion of the project, such as paper, canvas, paint, clay, lumber and nails, photographic supplies, scripts and scores, etc. Itemize these expenses in detailed budget. |
| support materials | materials either required or suggested to be included with application packet. Detailed information on what to submit and in what format may be found in the <i>Guide to Grant Programs, Section IV: Instructions - Submitting Support Materials</i> . Written listings with descriptive information must accompany support materials. |
| technical/production personnel expense | total cash payments for employee salaries, wages, and benefits for technical management and staff, such as technical director; wardrobe, lighting and sound crew; stage manager, stagehands; video/film technicians; exhibit preparers and installers. |
| travel | include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rentals, etc. For transportation not connected with the travel of personnel, such as trucking, shipping, or hauling expenses, include in "remaining operating expenses". |